

# 4. Examination Conventions

- [4.1 Introduction to Undergraduate Awards](#)

1. The 'Regulations for Modular Initial Degrees' should be read in conjunction with the Examination Conventions outlined below in Section 4 of the Academic Quality Handbook. These can be found at:

<https://www.aber.ac.uk/en/aqro/handbook/regulations/modular-degrees/>

Foundation Degrees can be found at:

<https://www.aber.ac.uk/en/aqro/handbook/regulations/foundation/>

Undergraduate students should also refer to the Undergraduate Student Examination Handbook found at:

<https://www.aber.ac.uk/en/aqro/students/ug-issues/exam-assess/exam-handbook/>.

2. 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](#).

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

- [4.2 Bachelor's Degree: Rules for Progression](#)
  - [4.2.1 Part One – students who entered Part One FROM September 2018](#)
    1. Students will pass Part One if they satisfy both of the following conditions in their Part One module assessments:
      - (i) passes at 40% or more in 100 credits' worth of modules
      - and
      - (ii) an overall weighted average of at least 40%.
    2. Part One students are normally allowed up to three resit opportunities.
    3. Students who have failed 80 credits or fewer will be required to take the next resit opportunity for all assessments in the summer resit assessment period in August.
    4. Students are allowed to be assessed on a maximum of 80 credits in the summer resit period in August. Students who have failed more than 80 credits are not allowed to take any resits in August, and will be required to repeat the year.
  - [4.2.2 Part Two \(Years Two and above\) – Students who entered Part Two FROM September 2013 and BEFORE September 2017](#)
    1. Students may fail no more than 20 credits which contribute to the final award classification (excluding level 'S' modules, i.e. 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% at the next available opportunity.

4. Resit opportunities for the bare pass mark must be taken during the summer resit assessment period in August or in the semester the module is being or had previously been taught. Students are normally allowed only **ONE** opportunity to resit modules for a full mark at the next available opportunity, where special circumstances **MUST** have been considered and approved by the University, (i.e. during the Summer resit assessment period in August or in the semester the module is being or had previously been taught).

5. Students are allowed to be assessed on a maximum of 60 credits in the summer resit assessment period in August. Students who have passed fewer than 60 credits are permitted to undertake assessments but only up to the 60 credit maximum.

6. Students who have qualified for their degree will not be able to take any remaining F resit opportunities. Students who have not yet qualified may take any remaining resit opportunities to enable them to achieve the required standard.

○ 4.2.3 Part Two (Year Two and above) – Students who entered Part Two FROM September 2017 and BEFORE September 2019

1. Students may fail no more than 20 credits which contribute to the final award classification (excluding level 'S' modules, i.e. 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 **TWO** opportunities to resit failed modules (with an F indicator) for the bare pass mark of 40% at the next available opportunity (i.e. during the Summer resit assessment period in August or in the semester the module is being, or had previously, been taught).

4. Students are normally allowed only **ONE** opportunity to resit modules for a full mark (with an H indicator) at the next available opportunity, where special circumstances **MUST** have been considered and approved by the University, (i.e. during Summer resit assessment period in August or in the semester the module is being, or had previously, been taught).

5. Students are allowed to be assessed on a maximum of 60 credits in the summer resit assessment period in August. Students who have passed fewer than 60 credits are permitted to undertake assessments but only up to the 60 credit maximum.

6. Students who have qualified for their degree will not be able to take any remaining F resit opportunities. Students who have not yet qualified may take any remaining resit opportunities to enable them to achieve the required standard.

○ [4.2.4 Part Two \(Year Two and above\) – Students who entered Part Two FROM September 2019](#)

1. Students may fail no more than 20 credits which contribute to the final award classification (excluding level 'S' modules, i.e. 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 **TWO** opportunities to resit failed modules (with an F indicator) for the bare pass mark.

4. Students who have failed 80 credits or fewer will be required to take the first resit opportunity for all assessments in the summer resit assessment period in August. The second resit opportunity for any failed modules must take place during the following session, in the semester the module is being, or had previously, been taught. Students on a

sandwich or abroad placement will not lose a resit opportunity if they have placement commitments which prevent them from taking their first resit during the August resit period of the second year, neither will they lose a resit opportunity if they are unable to resit during the placement year either. Students who cannot take resits because of placement commitments will be offered resits during their final year.

5. Students who have failed more than 80 credits will be required to repeat the year.

6. Students are normally allowed only **ONE** opportunity to resit modules for a full mark (with an H indicator) where special circumstances **MUST** have been considered and approved by the University. This would be during the summer resit assessment period in August if the total number of failed credits is 80 or less, or by repeating the year).

7. Students are allowed to be assessed on a maximum of 80 credits in the summer resit assessment period in August. Students who have failed more than 80 credits are not allowed to take any resits in August, and must repeat the year.

8. Students who have qualified for their degree will not be able to take any remaining F resit opportunities. Students who have not yet qualified may take any remaining resit opportunities to enable them to achieve the required standard.

- [4.3 Integrated Master's Degrees: Rules for Progression](#)

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

- [4.3.1 Part One – students who entered Part One FROM September 2018](#)

1. Students will pass Part One if they satisfy both of the following conditions in their Part One module assessments:

(i) passes at 40% in more than 100 credits' worth of modules

and

(ii) an overall weighted average of at least 40%.

2. Part One students are normally allowed up to three resit opportunities.

3. Students who have failed 80 credits or fewer will be required to take the next resit opportunity for all assessments in the summer resit assessment period in August.

4. Students are allowed to be assessed on a maximum of 80 credits in the summer resit period in August. Students who have failed more than 80 credits are not allowed to take any resits in August, and will be required to repeat the year.

- [4.3.2 Students who entered Part Two of an Integrated Master's Scheme FROM September 2019](#)

1. The module pass mark at Level Two and Level Three is 40%. The module pass mark at Level M is 50%.

2. Students may fail no more than 20 credits across Level Two and Level Three, and fail no more than 20 credits at Level M, 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 55% 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. Students must pass the second year to be allowed to progress to an industrial year.

4. Students are normally allowed only **TWO** opportunities to resit failed modules (with an F indicator) at Level Two and Three for the bare pass mark of 40%. Students who have failed 80 credits or fewer will be required to take the first resit opportunity for all assessments in the summer resit assessment period in August. The second resit opportunity for any failed modules must take place during the following session, in the semester the module is being, or had previously, been taught.

5. Students who have failed more than 80 credits will be required to repeat the year.

6. Students are normally allowed only **TWO** opportunities to resit failed modules at Level M for the bare pass mark of 50%. Students who have failed 80 credits or fewer will be required to take the first resit opportunity for all assessments in the summer resit assessment period in August. The second resit opportunity for any failed modules must take place during the following session, in the semester the module is being, or had previously, been taught.

7. Students are normally allowed only **ONE** opportunity to resit modules for a full mark (with an H indicator) where special circumstances **MUST** have been considered and approved by the University. This would be during the summer resit assessment period in

August if the total number of credits is 80 credits or less, or by repeating the year.

8. Students are allowed to be assessed on a maximum of 80 credits in the August resit period. Students who have failed more than 80 credits are not allowed to take any resits in August, and must repeat the year.

9. To progress from the third year of study, students must pass a minimum of 220 credits taken in years 2 and 3.

10. Students who have qualified for their degree will not be able to take any remaining F resit opportunities. Students who have not yet qualified may take any remaining resit opportunities to enable them to achieve the required standard.

○ [4.3.3 The award of a Bachelor's degree to students on Integrated Master's schemes](#)

1. 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, i.e. 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.



- **4.4 BVSc Year 1 and Year 2: Rules for Progression**

Applicable to all students starting in September 2021

### **1. Progression rules**

1.1 Rules for year 1 and 2 are the same.

1.2 The module pass mark is 50%. Candidates must gain a mark of 50% or more in each module.

1.3 All modules, i.e. 120 credits, must be passed to progress to the next year of study.

**2. Resits during supplementary resit period** – Students will be required to resit and/or resubmit the failed component(s) in the August resit period. The module mark will be capped at 50%. There will be no restriction on the number of modules which may be taken in the resit period.

### **3. Repeat year**

3.1 A repeat year student will be required to take all modules, and all corresponding assessments again; the overall module marks will be capped at 50%. The year must be passed as a whole and previous module marks will not count.

3.2 Students may repeat either the first or the second year but not both. The maximum registration period of the pre-clinical element of the degree will mirror that of the RVC BVetMed i.e. 3 years. The time-limit may only be extended in exceptional cases upon approval by the University.

4. AU Special Circumstances policy will apply – including in relation to absence from assessment - see AQH Special Circumstances and Reasonable Adjustments.

5. **Late submission of work** - a mark of 0 will be recorded for late submissions where no extension has been granted. Extension requests will be managed through AU's extension policy.

## 6. **Additional Requirements to Progress to the Next Stage of the Course**

6.1 To progress to Year 2. In addition to passing overall a student must have completed at least 6 weeks of AHEMS (in accordance with the AHEMS guidelines applicable to their year of study) prior to the start of BVSc Year 2. A student who has not completed 6 weeks will normally be required to delay their progression to the next year.

6.2 To progress to year 3. In addition to passing overall a student must have completed at least 12 weeks of AHEMS (in accordance with the AHEMS guidelines applicable to their year of study) prior to the start of BVSc year 3. A student who has not completed 12 weeks will normally be required to delay their progression to the next year.

7. **Classification** (used for the determination of Honours Points for the BVSc award)

7.1 A candidate who, at the first attempt, obtains an average mark for the year of 70% or more will be awarded a pass with Distinction.

7.2 A candidate who, at the first attempt, obtains an average mark for the year of between 65-69 will be awarded a Pass with Merit.

8. **Exit awards** - also see AU's [Conventions for the Award of Certificates or Diplomas of Higher Education](#)

8.1 A candidate who achieve an overall mark of 40% or more in year 1 but does not proceed with study will be eligible for the award of a Certificate of Higher Education (CertHE) (Pre-clinical Veterinary Science)

8.2 A candidate who achieve an overall mark of 40% or more in year 2 but does not proceed with study will be eligible for the award of a Diploma of Higher Education (DipHE) (Pre-clinical Veterinary Science)

## 9. Transfer onto other schemes

9.1 **RVC schemes.** Transfer to the BVetMed in year 3 will not be allowed.

9.2 For other RVC schemes the final degree classification will be based on marks achieved on the student's new programme, i.e. only the credits will be transferred and the degree classification based on Year 3 marks.

9.3 **AU schemes:** A candidate who has achieved an overall mark of 40% or more in Year 1 or Year 2, but who does not proceed with study on the BVSc course, will be eligible to apply for transfer to an appropriate AU programme under the APEL rules

9.4 Depending on whether a student is accepted into year 2 or 3 of an appropriate AU scheme, year 2 module marks may be included in the cascade calculation for the final award to be determined in discussion with the department.

Details of the assessment and award regulations for years 3, 4 and 5 and the Honours points system are available through the RVC web pages: <https://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures#>

Chapter reviewed: Sept 2023

- [4.5 Degree Schemes with Sandwich Year, or Integrated year Studying Abroad non-language schemes](#)

1. The standard progression requirement of passing 100 credits in each year of study will apply for the Sandwich Year.

2. Students who fail to progress at the end of Year 2 (or equivalent year prior to the year in industry or year studying abroad) will be required to complete and pass Summer resit assessments in August or repeat the year before embarking on the Sandwich Year.

3. The Sandwich Year will be marked in accordance with published assessment criteria, and the Senate Examination Board will require students who fail to meet the learning outcomes and achieve a minimum mark of 40% or pass the year to transfer onto a related degree scheme which does not include the integrated year in industry or integrated year studying abroad. There may be no resit opportunity where the deadline for the assessment is set in the summer after the semester two examination boards and the mark for the Sandwich Year is considered at the September examination board.

- [4.6 Degree Schemes with Level 0 \(Year One\) Modules, e.g. BSc Computer Science \(including Foundation Year\); BSc Physics Four Year Scheme, etc.](#)

1. If students pursue Level 0 (Year One) modules as part of their degree they will pass if they satisfy all the following conditions in their Level 0 (Year One) module assessments:

(i) passes at 40% or more in 100 credits' worth of modules

and

(ii) an overall weighted average of at least 40%.

2. Part One students **who entered Part One BEFORE September 2018** are normally allowed up to three resit opportunities. However, they must have passed at least 60 credits to be allowed to take assessments in August. If students have fewer than 60 passed credits they will be required to repeat their first year.

3. Part One students **who entered Part One FROM September 2018** are normally allowed to take up to three resit opportunities. Students who have failed 80 credits or fewer will be required to take the next resit opportunity in the summer resit assessment period in August. Students are allowed to be assessed on a maximum of 80 credits in the summer resit period in August. Students who have failed more than 80 credits are not allowed to take any resits in August, and will be required to repeat the year.

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

5. To progress beyond Year Two students must meet the same requirements as laid out under Section 4.2 of the AQH.

- [4.7 BA Early Childhood Studies \(with Early Years Practitioner Status\)](#)

### **Progression Rule**

1. A candidate who achieves an overall mark of 40% or more in year 1 but does not successfully complete the observation placement, will be required to repeat the year.

### **Exit Awards**

2. A candidate who is out of resit opportunities in Part One may be eligible for the award of a Certificate of Higher Education (CertHE) (Early Childhood Studies).

3. A candidate who achieves an overall mark of 40% or more in year 1 but does not proceed with study will be eligible for the award of a Certificate of Higher Education (CertHE) (Early Childhood Studies).

4. A candidate who is out of resit opportunities in Part Two will be eligible for the award of a Diploma of Higher Education (DipHE) (Early Childhood Studies) or the Ordinary Degree (Early Childhood Studies).

5. A candidate who achieves an overall mark of 40% or more in year 2 but does not proceed with study will be eligible for the award of a Diploma of Higher Education (DipHE) (Early Childhood Studies).

- [4.8 BSc Nursing \(Adult\) and BSc Nursing \(Mental Health\)](#)

Applicable to all students starting in September 2022

## Progression rules

1. The module pass mark is 40% and students are required to pass all component assessments in all modules. All modules, i.e. 120 credits, must be passed to progress to the next year of study.

2. Students will be required to resit and/or resubmit the failed component(s) in each semester. Students will have TWO opportunities to resit a failed module or component (apart from the Professional Practice component where there is only ONE resit opportunity at the end of the placement). The first opportunity will be an in-semester resit. If the in-semester resit is failed, funding is suspended for one year and students will have one final opportunity to resit externally within 12 months. After an external resit a student will re-join the main cohort during the next academic session.

## Exit awards

3. A candidate who achieves an overall mark of 40% at Part One but does not proceed with study will be eligible for the award of a Certificate of Higher Education (CertHE) Healthcare Studies (120 credits at Level-4)

4. A candidate who achieves an overall mark of 40% or more in year 2 but does not proceed with study will be eligible for the award of a Diploma of Higher Education (DipHE) Healthcare Studies (120 credits at Level-5)

- [4.9 Return to Practice \(Adult Nursing\)](#)

## Progression rules

1. The module pass mark is 40% and students are required to pass all component assessments in all modules. All modules, i.e., 60 credits, must be passed before AU is able to inform the NMC that they can return to practice.

## Retrieval of failure

2. Students will be required to resit and/or resubmit the failed component(s) at the end of the module(s).

3. Students are only permitted to retake failed assessments.

4. Students will have ONE opportunity to resit a failed practice module or component and will be given 7 weeks to undertake any placement retrieval.

5. Students will have ONE opportunity to resit a failed theory module, within the 27 week duration.

-



- 4.10 Foundation Degrees: Rules for Progression
  - 4.10.1 Requirements to enter final year and to undertake Work Experience (FDSc only)

## Year One – Requirements to enter the Final Year

1. Students will pass year one if they satisfy both of the following conditions in their year one module assessments:

(i) passes at 40% or more in 100 credits' worth of modules

and

(ii) an overall weighted average of at least 40%.

2. Year one students are normally allowed up to three resit opportunities. Resit marks will be capped at 40%. however, students must have passed at least 60 credits to be allowed to take assessments in August. if they have fewer than 60 passed credits they will be required to repeat their first year.

## Year One – Requirements to undertake Work Experience (FDSc only)

3. Two Year Degrees: students will be allowed to proceed onto the 6 week work experience (where applicable) but they will not be allowed to enter the final year until they have satisfied all the above conditions (i.e. they 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).

4. Three Year Degrees: students will be allowed to proceed to the sandwich year provided they have passed a minimum of 60 credits in the first year, but will not be allowed to proceed to the final year until they have satisfied all the above conditions (i.e. they 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).

○ 4.10.2 To Qualify for a Foundation Degree

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. Students are normally allowed only **TWO** opportunities to resit failed modules (with an f indicator) for the bare pass mark of 40% at the next available opportunity (i.e. during the summer assessment resit period in August or in the semester the module is being or had previously been taught).

5. Students are normally allowed only **ONE** opportunity to resit modules for a full mark (with an h indicator), where special circumstances must have been considered and approved by the university, at the next available opportunity (i.e. during the summer assessment resit period in August or in the semester the module is being or had previously been taught).

6. Students who have qualified for their degree will not be able to take any remaining f resit opportunities. Students who have not yet qualified may take any remaining resit opportunities to enable them to achieve the required standard.

7. 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 a student may resit in August.

○ **4.10.3 Classification of Award**

1. The foundation degree 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).

2. In calculating the weighted average mark the following rules will apply.

3. 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).

4. Marks will be arranged in a 'cascade' according to the following rules.

## Two Year Foundation Degree

5.

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 Foundation Degree

6.

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.

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

- [4.10.4 The Window of Opportunity \(Foundation Degree Conventions\)](#)

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

## Preponderance

2. 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.

## Special Circumstances

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

○ **4.10.5 Progression to bachelor's schemes**

1. On completion of the FDS<sub>c</sub> 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:

2. Students who qualify for a classified FDS<sub>c</sub> must have gained at least a Merit in the overall class, and received a supportive reference from their Scheme Committee.

3. Students who qualify for an unclassified FDS<sub>c</sub> 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.

4. On completion of the FDA all students have the opportunity to progress to the third year of an appropriate Honours degree scheme, provided students have satisfied the normal progression requirements governing undergraduates progressing from year two to year three of the BA.

#### 4.11 FdSc Veterinary Nursing: Rules for Progression

##### 4.11.1 Year One – Requirements to enter Year Two

1. Students will pass year one if they satisfy both of the following conditions in their year one module assessments:

(i) passes at 40% or more in 120 credits' worth of modules

and

(ii) Students must pass all components of all modules. Students must resit all failed assessments to pass overall.

2. Year one students are normally allowed up to THREE resit opportunities. Resit marks will be capped at 40%. Students will be required to take the first resit opportunity for all assessments in the summer resit assessment period in August. The second resit opportunity for any failed modules must take place during the following session, in the semester the module is being, or had previously, been taught. However, students must have passed at least 60 credits to be allowed to take assessments in August; if they have fewer than 60 passed credits they will be required to repeat their first year. Uncapped resit opportunities (M indicator) may be made available by Examination Boards where it is accepted that performance was affected by special circumstances.

##### 4.11.2 Year Two – Requirements to undertake the integrated placement

1. For FdSc Veterinary Nursing, students must pass all components of the 60 credits in semester one of year two in order to be permitted to proceed to the placement.

2. If students fail a module or assessment, they will be given ONE opportunity to resit in the summer resit assessment period in August and may continue their placement until this point. If they fail the resit, they will no longer be able to continue their placement and must repeat any failed modules from year 2 (this constitutes the second resit attempt).

#### 4.11.3 To Qualify for FdSc Veterinary Science

1. Students must achieve a minimum pass of 40% in all components of 240 taught credits and must have satisfactorily completed the sandwich year placement.

2. Students are normally allowed only TWO opportunities to resit failed modules in the final year (with an F indicator) for the bare pass mark of 40% at the next available opportunity (i.e. during the summer assessment resit period in August or in the semester the module is being or had previously been taught). Uncapped resit opportunities (H indicator) may be made available by Examination Boards where it is accepted that performance was affected by special circumstances.

3. Students who have qualified for their degree will not be able to take any remaining F resit opportunities. Students who have not yet qualified may take any remaining resit opportunities to enable them to achieve the required standard.

#### 4.11.4 Classification of Award

1. The foundation degree as a whole will be awarded based on a weighted average of all module marks (excluding the placement) as a pass (40-54%), with merit (55-69%) or with distinction (70% and above).

2. In calculating the weighted average mark the following rules will apply.

3. 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).

4. Marks will be arranged in a 'cascade' according to the following rules:

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.

5. The sandwich placement year is non-credit bearing and will have a zero weighting in the cascade, but must be completed satisfactorily.

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

#### 4.11.5 The Window of Opportunity (Foundation Degree Conventions)

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

##### Preponderance

2. 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.

##### Special Circumstances

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

#### 4.11.6 Progression to bachelor's schemes

1. On completion of the FdSc all students who qualify for a classified FdSc, have gained at least a Merit in the overall class, and received a supportive reference from their Scheme Co-ordinator have the opportunity to progress to the second year of an appropriate Honours degree scheme. This will be considered on a case-by-case basis and will require approval by the Honours degree Scheme Coordinator.

- 4.12 Conventions for the classification of modular degrees

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

2. 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)
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)

3. In calculating the weighted average mark the following rules will apply.

4. 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.).

5. The Band S weighting for schemes with a Sandwich Year with Integrated Year Studying Abroad will be ZERO (0). For schemes with a Sandwich Year

with an Integrated Year in Industry the weighting will be determined at scheme level at either 0/0.25/0.5.

## Three Year Schemes

6. 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.

## 4 Year Schemes with 3 Years in Aberystwyth after Part One

7.

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 Year schemes with 2 years in Aberystwyth after Part One plus Sandwich Year or Year Abroad including integrated year Studying Abroad non-language schemes

8.

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.

## 5 Year Schemes with 3 years in Aberystwyth after Part One plus Sandwich Year (MEng)

9.

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.

10. 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.

11. Where credit has been transferred in from another institution (including where students take part in an exchange) the cascade will be calculated on the basis of the marks awarded by AU only and filled from the top band down, with

best 80 credits at the highest level in the top band first, and following the rules outlined above leaving the lowest band partially filled or empty.

- [4.13 The Window of Opportunity \(Honours Degree Conventions\)](#)

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

## Preponderance

2. 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.

## Special Circumstances

3. 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.

4. 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.

5. 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.

6. 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.

7. 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 Department 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.



- [4.14 Ordinary Bachelor's Degree](#)

1. The Ordinary Bachelor's Degree may be awarded as an unclassified exit qualification to undergraduate students who successfully acquire the credits detailed below but have not acquired the credits necessary for the award of a Bachelor's Degree with Honours. The available exit qualification for candidates in the final year of an Integrated Master's degree is the Bachelor's Degree with Honours.

2. To qualify for an Ordinary Degree students must have:

(i) Successfully acquired 120 credits, according to the conventions which normally govern completion of Part One of degree and Foundation Degree schemes

(ii) Pursued at least 300 credits overall, with a minimum of 60 credits at Level Three or above

(iii) Obtained passes at 40% in at least 160 credits over Part Two as a whole (excluding Level S modules).

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

4. 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 Ordinary Degree at the time of their withdrawal.

5. The Ordinary Degree is a fall-back qualification for Bachelor's and Integrated Master's schemes and is not advertised to potential entrants. It may not be awarded as a qualification in its own right to students who have successfully completed schemes of study approved by the University.

- [4.15 Conventions for the Award of Certificates or Diplomas of Higher Education](#)

1. 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.

2. 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.

3. The conventions which will apply in these latter cases are:

## Certificates of Higher Education

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

## Diplomas of Higher Education

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

(i) pursued at least 240 credits overall, with a minimum of 100 credits at Level Two or above

and

(ii) 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).

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

7. 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.

## 4.16 CertHE Healthcare Education

Applicable to all students starting from September 2023

### Progression rules

1. The module pass mark is 40% and students are required to pass all component assessments in all modules in order to qualify for the award.

### Retrieval of failure

2. Students will be required to resit and/or resubmit the failed component(s) of the theory modules in each semester. Students will have TWO opportunities to resit a failed theory module or component. The first opportunity will be an in-year resit. If the in-year resit is failed, funding is suspended for one year and students will have one final opportunity to resit externally within 12 months. After an external resit a student will re-join the main cohort during the next academic session.

3. There is only ONE resit opportunity for the Professional Practice component at the end of the placement. Students who are required to resit the Professional Practice component and want to progress into Part time nursing will do so at the next opportunity (i.e. following year).

4. Students are only permitted to retake failed assessments.

### Exit awards

5. There are no fallback awards.

### Change of Employment Status

6. Student employment is terminated by the employer during the programme:

- i) If a student's employment is terminated by the employer during the programme, the student would be expected to take temporary withdrawal at that point. If the student was to secure new employment within the terms of HEIW's contract, and

in line with their new line manager's agreement, they could return to their studies at a later time.

- ii) Students who were unable to secure employment within the terms of HEIW's contract would be permanently withdrawn from the programme.

7. Student job role is changed during the programme:

- i) If the new role (same employer) was patient/service-user facing, and they could be supported in practice by a Practice Supervisor and Practice Assessor, students will be permitted to continue with the programme.
- ii) If the new role (same employer) was not patient/service facing, then they must either take temporary withdrawal of studies or permanently withdraw from the programme, as such role means that they wouldn't be able to meet the requirements of the practice-based core module, which is required to complete the programme.
- iii) If the new role was with a different employer, then again as long as the new role is patient/service user facing then they could continue with the programme, subject to their new employer's agreement for study leave to continue, for release of study time.

- [4.17 Wiping the Slate Clean](#)

1. This **ONLY** applies to undergraduate students on Foundation Degree, Bachelor Degree and/or Integrated Masters schemes who commenced their studies at Aberystwyth University as a registered student **BEFORE** September 2016 and who entered Part Two **BEFORE** September 2017. Students who entered Part Two **FROM** September 2017 are normally allowed two opportunities to resit for capped marks as outlined in AQH 4.2, 4.3 and 4.7, but are not allowed to wipe the slate clean.

2. With the agreement of the University, the student may be permitted to resit the whole of Year Two (One for FD Students) for the full marks rather than resitting the failed credits only.

3. 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

4. Students' requests will not be considered until semester two marks have been released at the end of their first year.

5. Students will only be allowed to wipe the slate clean on one occasion and with the approval of their Faculty(ies).

6. 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.

7. 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.

8. As appropriate, students are responsible for checking visa implications.

-

- [4.18 Postgraduate Taught Awards: Degree Regulations](#)
  1. The Regulations can be found here: [Regulations for Modular Taught Postgraduate Awards : Academic Registry , Aberystwyth University](#) and should be read in conjunction with the progression rules outlined in 4.19 below.
  2. A taught postgraduate scheme is a level 'M' postgraduate programme not based entirely on a research thesis. These include the MRes, MA, MSc, LLM.



- 4.19 Progression Rules for Taught Postgraduate Schemes
  - 4.19.1 Students starting a Master's Degree or Postgraduate Award FROM September 2018
    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 must have:
      - (i) completed a minimum of 120 credits
      - (ii) marks of 50% or above in at least 100 credits' worth of modules
      - (iii) a weighted average of at least 50% overall over 120 credits.

Where more than 120 credits have been completed, the highest 120 credits of marks will be used to calculate the average both to determine whether the diploma has been passed and the class of award.

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 must have passed a minimum of 60 credits. Where a student has completed more than 60 credits, the highest 60 credits of marks will be used to calculate the average to determine the class of award.

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.

## Retrieval of Failure

6. Students resitting failed modules may do so on two occasions for a maximum mark of 50% (other than where special circumstances have been accepted). Non-submitted work, including the dissertation, will be deemed to have failed and may also be resat twice for the capped module mark of 50%. Students may not resit to try to improve the classification of the award, however, once they have qualified.

7. Full-time Master's students will register for a 12 month period. They will have a maximum time limit of 3 years from their start date to complete the degree. They may resit a maximum of 60 credits of failed taught modules in the summer resit period in their first year, but can

decide to postpone resits of taught modules. These must, however, be taken the following year, either in the semester and/or summer resit period. This provides flexibility for students to manage their resits and dissertation during the first year.

8. Full-time Master's students who have not passed, or not submitted, the dissertation within the 12 month registration period may submit or resubmit it at any point up to the end of the second year. They would then have a final resit opportunity in the third year.

9. Approved special circumstances will permit resits to be for the full marks, and students may take periods of temporary withdrawal, but are still expected to complete within a maximum of 3 years. In exceptional circumstances, a further 12 month period may be approved by the Pro Vice-Chancellor.

10. Full-time Master's students on a two year Master's degree will have a maximum of 4 years to complete their degree. They may resit a maximum of 60 credits of failed taught modules in the summer resit period of their first year, but may postpone these resits. These must, however, be completed by the end of the third year. This provides flexibility to manage resits and recognises that students may be unable to take resits while on industrial placements or attending a partner university. In exceptional circumstances, a further 12 month period may be approved by the Pro Vice-Chancellor.

11. Students on Diploma and Certificate courses will have an additional 12 months beyond their course length to complete any required resits.

12. Part-time and Distance Learning Master's candidates have longer course lengths and flexibility to resit modules during those periods. They should have completed any resits of taught modules before entering the final year of their maximum time limit.

## Window of Opportunity

13. 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

14. 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.

- [4.19.2 Students starting a Master's Degree or Postgraduate Award FROM September 2023](#)

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 must have:

(i) completed a minimum of 120 credits

(ii) marks of 50% or above in at least 100 credits' worth of modules

(iii) a weighted average of at least 50% overall over 120 credits.

Where more than 120 credits have been completed, the highest 120 credits of marks will be used to calculate the average both to determine whether the diploma has been passed and the class of award.

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 must have passed a minimum of 60 credits. Where a student has completed more than 60 credits, the highest 60 credits of marks will be used to calculate the average to determine the class of award.

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. Placement marks do NOT count in the degree classification and credits awarded for completion of an industrial placement are not included in the award of PGCert or PGDip.

### **Retrieval of Failure**

7. Students resitting failed modules may do so on two occasions for a maximum mark of 50% (other than where special circumstances have been accepted). Non-submitted work, including the dissertation, will be deemed to have failed and may also be resat twice for the capped module mark of 50%. Students may not resit to try to improve the classification of the award, however, once they have qualified.

8. Full-time Master's students will normally register for a 12 month period. They will have a maximum time limit of 3 years from their start date to complete the degree. They may resit a maximum of 60 credits of failed taught modules in the summer resit period in their first year, but can decide to postpone resits of taught modules. These must, however, be taken the following year, either in the semester and/or summer resit period. This provides flexibility for students to manage their resits and dissertation during the first year.

9. Full-time Master's students who have not passed, or not submitted, the dissertation within the 12 month registration period may submit or resubmit it at any point up to the end of the second year. They would then have a final resit opportunity in the third year.

10. Approved special circumstances will permit resits to be for the full marks, and students may take periods of temporary withdrawal, but are still expected to complete within a maximum of 3 years. In exceptional

circumstances, a further 12 month period may be approved by the Pro Vice-Chancellor.

11. Full-time Master's students on schemes with a longer duration, such as 18 months or a two year Master's degree, will have a maximum of 2 years after the end of the registration period to complete their degree. They may resit a maximum of 60 credits of failed taught modules in the summer resit period of their first or second year, depending on when they initially register, but may postpone these resits. These must, however, be completed by the end of the third year. This provides flexibility to manage resits and recognises that students may be unable to take resits while on industrial placements or attending a partner university. In exceptional circumstances, a further 12 month period may be approved by the Pro Vice-Chancellor.

12. Where a course starts at a time other than the start of an academic session, and cannot for practical reasons be completed within 12 months of full-time or the equivalent of part-time study, the department shall specify the course length. Periods allowed for retrieval of failure shall follow the principles of the regulations for 12 month courses, i.e. two years after the completion of the registration period.

13. Students on Diploma and Certificate courses will have an additional 12 months beyond their course length to complete any required resits.

14. Part-time and Distance Learning Master's candidates have longer course lengths and flexibility to resit modules during those periods. They should have completed any resits of taught modules before entering the final year of their maximum time limit.

### **Window of Opportunity**

15. 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

16. 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.



- [4.20 Award Rules for Postgraduate Certificate in Education](#)

1. In order to pass the Postgraduate Certification in Education a student must:

(i) Achieve marks of 40% or above in all 60 credits of module taken at Level 6

(ii) Achieve marks of 50% or above in all 60 credits of modules taken at Level 7

(iii) Meet attendance requirements in teaching sessions within the School of Education

(iv) Meet attendance requirements on professional practice placements

(v) Demonstrate achievement against the Professional Standards for Teaching and Leadership as required of newly qualified teachers as specified by the Education Workforce Council for Wales.

## Retrieval of Failure

2. Students resitting failed modules may do so on two occasions for a maximum mark of 40% for level 6 modules and 50% for level 7 modules (other than where special circumstances have been accepted). Non-submitted work will be deemed to have failed and may also be resat twice for the capped module mark.

3. Students are normally allowed only **ONE** opportunity to resit modules for a full mark (with an H indicator) where special circumstances **MUST** have been considered and approved by the University.

4. All PGCE students will register full-time for one academic session. They will have a further twelve month period to resit.

5. Candidates who do not demonstrate achievement against the Professional Standards on the basis of professional practice placements may be required to

be re-examined on one occasion only, conditional upon the availability of a suitable school.

6. Students may take periods of temporary withdrawal, but are still expected to complete within a maximum of two years. In exceptional circumstances, a further twelve month period may be approved by the Pro Vice-Chancellor.

7. There are no interim awards for students who fail to complete the Postgraduate Certificate in Education.

Updated: July 2021

- [4.21 Credit from other institutions](#)

## Students who entered Part One and Postgraduate Awards FROM September 2018 and Part Two FROM September 2019

1. Marks from other institutions may only be translated and included in the classification of undergraduate and postgraduate taught awards as part of a full collaborative agreement which includes a formal mapping of marking scales. Further guidance on these arrangements is provided in section 9 of the handbook.

### Undergraduate awards

2. For level 3 and level M credit in undergraduate degrees, marks must be included for all 120 credits at each level, with no provision for 'credit only' at these levels as part of the final classification of the award.

3. At level 2 of undergraduate degrees, credits only may be transferred in the absence of a formal mapping of marking scales, with no marks recorded for the classification of the degree. In such circumstances, degrees will be classified in accordance with the normal 'cascade' rules which are outlined in section 4.8. Marks will be omitted where credit only is included, and the remaining marks transferred into the higher bands.

### Postgraduate taught awards

4. Where credit is transferred from other institutions for postgraduate taught awards, without the translation of marks, the award will be classified on the basis of the marks awarded at Aberystwyth, subject to credit transfer limits.

- [4.22 Addendum to Examination Conventions 2019/20](#)
- [4.22.1 Addendum to Examination Conventions \(2019/20\)](#)

Module indicators to be used in semester two 2020

No indicator	Passed mark, module assessment completed
<b>Y</b>	<p><b>To be used where the mark given has been derived from assessments making up at least 50% but less than 100% of the module assessment, where alternative assessments have not taken place and where the mark is a pass. There will be an opportunity to resit these modules for the full mark even if the module has been passed.</b></p> <p><b>Modules with Y indicators count in the credits used to calculate the class of award.</b></p> <p><b>Y will not be used for failed module marks</b></p>

The following indicators are used for derived module marks and module marks of less than 40% for undergraduate modules (50% for M Level modules and postgraduate marks):

A	To be used as a holding indicator for a missing mark because of an allegation of Unacceptable Academic Practice for which an investigation is not yet complete
F	Resit for capped mark (part two only, including FDA and FDSC part one and two)
H	Resit for full mark (part two only, including FDA and FDSC part one and two)
M	Resit for full mark (part one)

H/M	To be used either where a module mark is unavailable at the time of the exam board, e.g. field trip, but will be available at a later date, or where the module has not been passed to show a resit for the full mark will be offered in August.
N	No resit allowed (for cases of Unacceptable Academic Practice only)
P	Resit for capped mark (part one only for cases of Unacceptable Academic Practice)
Q	<b>Less than 50% of the assessment or no assessment has run and there will be no module mark. There will be NO opportunity to resit any part of the assessment in the future, although a student may repeat the module as part of a repeat year.</b> <b>The module is deemed to be a pass for progression and award purposes but will not count in the credits used to calculate the class of award.</b>
R	Resit for full mark (part one only)
S	Resit for capped mark (part two only, including FDA and FDSC part one and two)
T	Resit for capped mark (part two – Level M only and postgraduate marks)

## Special circumstances

1. Students do not need to complete special circumstances forms in semester two, either for non-submission or because they believe special circumstances have adversely impacted their performance. Students in both categories will be given the opportunity to request an uncapped resit. Departments should not advise students to submit forms and evidence for Covid-19 or other circumstances.

# Progression rules

## All part one students

2. Normal progression rules apply, i.e. to progress from one year of study to the next students must pass a minimum of 100 credits, which can include modules with Q and Y indicators. Where students are required to achieve an overall average in order to progress, modules with Q indicators will not be included in that calculation, i.e. an average of 40 for progression at part one.

3. Resits in August, including semester one resits, will not be compulsory. There will be no cap on the number of resits in August 2020 only.

## All part two students

4. Normal progression rules apply: i.e. to progress from one year of study to the next students must pass a minimum of 100 credits, which can include modules with Q and Y indicators [\[1\]](#). Where students are required to achieve an overall average in order to progress, modules with Q indicators will not be included in that calculation, e.g. an average of 55 for progression on integrated master's degrees.

5. Resits in August, including semester one resits, will not be compulsory. There will be no cap on the number of resits in August 2020 only.

6. For semester two modules:

(i) ALL students will be allowed an uncapped resit for ANY module assessed in semester two, whether they have failed it, (automatic H indicator, i.e. resit for a full mark) or passed it, with the exception of where a Unacceptable Academic Practice (UAP) penalty has been applied.

(ii) Where a student chooses to resit a passed module the higher mark will stand.

7. Semester one resit indicators already confirmed by the semester one Examination Boards will stand; students who are resitting a capped semester one module in August will be eligible for a further capped resit opportunity (S indicator).

8. Second year student with Y, Q and H indicators may choose to withdraw at the end of semester two and return in September 2021 or 2022. If they have more than 20 credits of H they will repeat the year. Y and Q indicators may still appear in awards determined in the future to September 2025.

### Postgraduate taught students

9. Resit indicators as above.

10. Resits in August, including semester one resits, will not be compulsory. There will be no cap on the number of resits in August 2020 only.

### Exchange students

11. Returning exchange students, unable to complete all or some of the assessment at their exchange provider, will be deemed to have passed for progression purposes and will also be able to repeat credits in the following year should they so wish. Using H, Q and Y indicators.

12. Incoming exchange students will receive module marks on the above terms.

## Degree awards and classifications

### Undergraduate awards

13. The number of failed credits allowed to achieve a degree has not changed. For example, to obtain a Bachelor's degree a student may only fail 20 out of 240 credits taken at part two.

14. Bachelor's and Integrated Master's degrees will be classified where at least two thirds of the credits required have been passed, including those with Y indicators.

15. Modules with Q indicators will not count toward the classification.

16. Worked examples:

**Bachelor's degree - 240 credits at part two, at least 220 of which must be passed credits (excluding Level S modules)**

160 credits with pass marks (including Y indicators)	80 credits deemed to have been passed with Q indicators	No fail credits
160 credits with pass marks (including Y indicators)	60 credits deemed to have been passed with Q indicators	20 credits of fail
200 credits with pass marks (including Y indicators)	40 credits deemed to have been passed with Q indicators	No fail credits

Integrated Master's degree (*entry between Sept 2013 and Sept 2016 – may fail no more than 20 credits; entry after Sept 2016 – may fail no more than 20 credits at level 2 and 3, and 20 credits at level M*) - 360 credits at part two, at least 320 of which must be passed credits (excluding Level S modules)

240 credits with pass marks (including Y indicators) ( <i>entry between Sept 2013 and Sept 2016</i> )	120 credits deemed to have been passed with Q indicators	No fail credits
240 credits with pass marks (including Y	100 credits deemed to have been passed with Q indicators	20 credits of fail at Pt2



indicators) ( <i>entry between Sept 2013 and Sept 2016</i> )		
240 credits with pass marks (including Y indicators) ( <i>entry from Sept 2016</i> )	120 credits deemed to have been passed with Q indicators	No fail credits
240 credits with pass marks (including Y indicators) ( <i>entry from Sept 2016</i> )	100 credits deemed to have been passed with Q indicators	20 credits of fail at level M <b>OR</b> at level 2 or 3
240 credits with pass marks (including Y indicators) ( <i>entry from Sept 2016</i> )	80 credits deemed to have been passed with Q indicators	20 credits of fail at level M and 20 credits of fail at level 2 <b>OR</b> 3 (not both)

**Ordinary degree - minimum of 60 credits at Level 3 or above and passes in at least 160 credits over part two as a whole (excluding Level S modules).**

110 credits with pass marks (including Y indicators)	50 credits deemed to have been passed with Q indicators	80 credits of fail
--	---	--------------------

17. Results based on incomplete assessment will be presented as indicative degree classes which students will be able to:

(i) accept and graduate, results will then be final

(ii) wait for marks to become available

**or**

(iii) resit affected modules before receiving the degree.

## Window of opportunity

18. See Appendix 1 Covid-19 Window of Opportunity: Undergraduate Degrees and Appendix 2 Covid-19 Window of Opportunity: Master's Degrees.

## Postgraduate taught awards

19. The same module indicators will apply as for undergraduate students apart from T (capped resit indicator).

20. The number of failed credits allowed to achieve a degree has not changed. For example, to obtain a Masters' degree a student may only fail 20 out of 180 credits. Degrees will be classified where at least two thirds of the credits required have been passed, including those with Y indicators. Modules with Q indicators will not count toward the classification.

21. PGCTHE – note external accreditation issues.

22. PGCE, with or without QTS, requirements must be met in line with recent guidance published by Welsh Government which provides for the early termination of school placements.

### Undergraduate and postgraduate taught exit (fall back) awards

23. Classified exit awards (PGCert, PGDip, BSc/BA where it is an exit point on an IM scheme):

(i) Q modules will count towards the number of passed credits required for the award but not towards credits used in the classification.

(ii) At least two thirds of required credits for classification must be by actual marks or Y modules; Q modules cannot be counted.

24. Unclassified exit awards CertHE, DipHE, Ordinary Degree: Q indicators must not contribute to more than one third of any exit award.

## Other undergraduate level awards

25. PCE and PRGCE – All module assessments have been set as normal, with no requirement for Q or Y indicators. Practical teaching requirements have been amended for semester two only, and students who have not completed these to the satisfaction of the examiners will defer the final award until they can complete the remaining practical requirements.

Examples of possible scenarios and outcomes:

	<b>Scenario</b>	<b>Outcome</b>
<b>1</b>	Student was set an alternative assessment, did it and passed the module	Receives a pass mark
<b>2</b>	Student was set an alternative assessment, did it but failed the module	Receives a failed mark and an H indicator
<b>3</b>	Student was set an alternative assessment, decided not to take it. However they have completed other assessments.	0 penalty applies to all non-submissions. H indicator if not passed by virtue of marks from other components
<b>4</b>	Student was set an alternative assessment, decided not to take it. Has no other marks for the module.	Receives a 0 mark for non submission and H indicator

	<b>Scenario</b>	<b>Outcome</b>
<b>5</b>	Student was NOT set an alternative assessment. They have completed some assessments but not worth 50% or more but they have a component mark.	No partial mark, blank and Q indicator
<b>6</b>	Student was NOT set an alternative assessment. They have completed assessments worth 50% or more of the module.	Receives a derived mark with a Y indicator where the module has been passed. If the module is not passed the appropriate fail indicator is applied, this would be an H or M except in cases of confirmed UAP
<b>7</b>	Student will be offered the assessment at a later date (such as fieldwork).	Blank mark and an H indicator
<b>8</b>	Student taking resits from last session for a capped mark, but fail or do not submit assessment.	0 for non-submission. S indicator (UG) or T resit indicator for level M modules
<b>9</b>	Student wishes to leave their course and receive a classified exit award, where this is available, e.g. PGCert, PGDip, BSc/BA where it is an exit point on an IM scheme	Q modules will count towards the number of passed credits required for the award but not towards credits used in the classification. At least two thirds of required credits for classification must be

	<b>Scenario</b>	<b>Outcome</b>
		actual marks or Y modules, Q modules cannot be counted.
<b>10</b>	Student wishes to leave their course and receive an exit award (not classified), e.g. CertHE, DipHE, Ordinary degree	Q indicators must not contribute to more than one third of any exit award
<b>11</b>	Students who were set alternative assessments, did them in May but failed. Did them again in the resit period and failed again and end up with more than 20 credits of H	Student will need to repeat the failed credits next session
<b>12</b>	Students who have H resits for marks due at a later date (such as fieldwork) and they also have up to 20 credits of H in other modules.	Allowed to progress. These fieldwork modules must have been identified in advance and recorded in the exam board minutes
<b>13</b>	Finalists not happy with their indicative class of degree	Finalists may opt to reject the indicative degree class and resit any semester two module, apart from F or N indicators. (In semester two, F indicators will only apply in UAP cases)

	<b>Scenario</b>	<b>Outcome</b>
<b>14</b>	Part two non-finalist student who has met the progression requirements but wishes to repeat the year	Student may be able to repeat failed modules (from semester one) and request to repeat modules assessed in semester two
<b>15</b>	Students with too many credits of fail and have to repeat the year may argue they wish to repeat Q indicator modules in order to gain full time status for financial support from the SLC	Students will be allowed to repeat Q modules if they wish to.

[1] DGES/Field work module which must be assessed in order to meet the learning outcomes of the scheme should be recorded with an H indicator, and students will be allowed to trail this module into the next year.

- [4.22.2 Appendix 1 Covid-19 Window of Opportunity: Undergraduate Degrees \(2019/20\)](#)

**All Special Circumstances for final year undergraduate students who fall within the 2% borderline in June or September 2020**

## 1. Preponderance

It is recommended that the preponderance rule usually applied to the 1% window is applied to the 2% window to recognise the circumstances facing all of our students in this exceptional year as a result of Covid-19, and/or as a result of other special circumstances affecting individual students during semester two of the 2019-20 academic year, therefore:

Students whose cascade average falls within 2% of any borderline **SHALL** be raised to the higher class provided they meet one of the following criteria:

a) **EITHER** at least 50% of credits over Part Two as a whole, excluding Sandwich Year or Year Abroad, and also excluding any modules with Q indicators, in the upper class or above;

**OR**

b) at least two thirds of the final 120 Part Two credits excluding modules with Q indicators in the upper class or above.

This has the benefit of dealing with many WOO cases fairly, consistently and efficiently.

## 2. Special Circumstances Panel

Students whose cascade average falls within 2% of any borderline who have not been raised on preponderance **MAY** be raised, on the recommendation of the University Special Circumstances Panel, to the higher class if their performance in semester two of 2020 has been affected.

Departments will be provided with a form to complete for all students falling within the 2% window in June or September 2020 but who do not meet the preponderance criteria. Departments must give clear information on the reasons they support or do not support the award of the higher class of degree, having considered whether or not it is likely that the student would have achieved the higher class of degree had Covid-19 not affected semester two of 2019-20.

Departments should include the following factors [\[2\]](#) in their deliberations before arriving at a recommendation to the Panel:

(a) Whether or not the student has been negatively impacted by the replacement of traditional examinations and/or certain other forms of assessment (e.g. practical

exercises) with alternative assessments, or whether similar impact has arisen because marks have been derived from component assessments in certain modules, or whether the student would likely have achieved higher marks in modules with Q indicators than their overall average

(b) The timing of submission of the dissertation (later submission dates mean it is more likely that Covid-19 would have impacted upon achievement in the dissertation/major project module, whether through changes to the methodology, scope or even the topic of the project or through limitations on the research and writing)

(c) The student's overall profile of marks across Part Two and whether there has been a dip in performance in semester two of 2019-20; if there is a dip, would the student have achieved the higher class had they performed at their previous level or indeed shown exit velocity, and would that likely have been the case without the impact of Covid-19?

The University Special Circumstances panel will discuss all cases falling into this category to ensure consistency and fairness across the Faculties. The panel will consider the above, alongside the recommendation from the department during their deliberations.

If the Special Circumstances Panel considers that not enough information has been provided by the department, the Panel must seek further information from the department ahead of the Senate Examination Board.

*NB. As agreed at Senate, students will be given the opportunity to accept or decline an indicative class of degree as soon as results are available. Students also retain the right of appeal.*

### 3. Non-Covid-19 special circumstances arising in semester two of 2019-20 or in previous semesters



We have confirmed that students do not need to complete special circumstances forms in semester two, either for non-submission or because they believe special circumstances have adversely impacted their performance.

Where departments have received special circumstances forms earlier in semester two (or even during the lockdown) these should be recorded at examination boards but will not have a bearing on module and window of opportunity decisions in semester two. Special circumstances evidence noted by departmental exam boards from previous semesters should be considered in the normal manner, but semester two 2019-20 will be considered on the basis of the marks alone, to ensure consistent treatment of all students, whether affected by Covid-19 or other circumstances.

[2] <https://www.qaa.ac.uk/docs/qaa/guidance/no-detriment-policies-an-overview.pdf>

- [4.22.3 Appendix 2 Covid-19 Window of Opportunity: Master's Degrees \(2019/20\)](#)

**All Special Circumstances for postgraduate taught Master's finalists who fall within the 2% borderline in June, September and December 2020**

## 1. Preponderance

It is recommended that the preponderance rule that is applied in the UG conventions to the 1% window, and which is being extended to the 2% window this year, is also applied to the taught Master's conventions to recognise the circumstances facing all of our students in this exceptional year as a result of Covid-19, and/or as a result of other special circumstances affecting individual students during semesters two and three of the 2019-20 academic year, therefore:

Students whose average falls within 2% of any borderline **SHALL** be raised to the higher classification provided that at least 50% of credits over the Master's degree as a whole, excluding Sandwich Year, and also excluding any modules with Q indicators, are in the upper classification or above.

This has the benefit of dealing with many WOO cases fairly, consistently and efficiently.

## 2. Special Circumstances Panel

Master's students whose average falls within 2% of any borderline who have not been raised on preponderance **MAY** be raised, on the recommendation of the University Special Circumstances Panel, to the higher classification if their performance in semester two and/or three of 2020 has been affected.

Departments will be provided with a form to complete for all students falling within the 2% window in June, September or December 2020 but who do not meet the preponderance criteria. Departments must give clear information on the reasons they support or do not support the award of the higher classification of degree, having considered whether or not it is likely that the student would have achieved the higher classification of degree had Covid-19 not affected semester two and/or three of 2019-20.

Departments should include the following factors [\[3\]](#) in their deliberations before arriving at a recommendation to the Panel:

(a) Whether or not the student has been negatively impacted by the replacement of traditional examinations and/or certain other forms of assessment (e.g. practical exercises) with alternative assessments, or whether similar impact has arisen because marks have been derived from component assessments in certain modules, or whether the student would likely have achieved higher marks in modules with Q indicators than their overall average.

(b) Whether Covid-19 restrictions would have impacted upon achievement in the dissertation/major project module, whether through changes to the methodology, scope or even the topic of the project or through limitations on the research and writing. Students will be provided with a form on which to record the impact on their dissertation/major project. This will be verified by their department.

(c) The student's overall profile of marks and whether there has been a dip in performance in modules after semester one; if there is a dip, would the student have achieved the higher classification had they performed at their previous level or indeed shown exit velocity, and would that likely have been the case without the impact of Covid-19?

The University Special Circumstances panel will discuss all cases falling into this category to ensure consistency and fairness across the Faculties. The panel will consider the above, alongside the recommendation from the department during their deliberations.

If the Special Circumstances Panel considers that not enough information has been provided by the department, the Panel must seek further information from the department ahead of the Senate Examination Board.

*As agreed at Senate, students will be given the opportunity to accept or decline an indicative classification of degree as soon as results are available. Students also retain the right of appeal.*

### 3. Non-Covid-19 special circumstances arising in semester two and/or three of 2019-20 or in previous semesters

We have confirmed that students do not need to complete special circumstances forms in semester two or three, either for non-submission or because they believe special circumstances have adversely impacted their performance.

Where departments have received special circumstances forms earlier in semester two (or even during/after the lockdown) these should be recorded at examination boards but will not have a bearing on module and window of opportunity decisions in semesters two and three. Special circumstances evidence noted by departmental exam boards from previous semesters should be considered in the normal manner, but semester two and three 2019-20 will be considered on the basis of the marks

alone, to ensure consistent treatment of all students, whether affected by Covid-19 or other circumstances.

[3] <https://www.qaa.ac.uk/docs/qaa/guidance/no-detriment-policies-an-overview.pdf>

- [4.22.4 Appendix 3 Agenda template for exam boards](#)

*Also see AQH Chapter 3: 3.7 Examinations and Examination Boards and 3.13 [Templates](#) and the Guidance notes for the operation of virtual examination boards using Microsoft Teams – May 2020 (available on Sharepoint)*

1. Introduction

(i) Welcome

(ii) Remit of Examination Board

(iii) *(Special Circumstances Panel Meeting)*

(iv) University Examination Conventions – note in particular

(v) Specific Departmental Requirements (if applicable)

2. Matters Arising (if applicable)

3. Chair's Business (if applicable)

4. Analysis of Examination Data (Module and Mark Comparisons)

5. Confirmation of Marks/Progression/Qualifications for Individual Students (to include students from outside the Department)

(i) **Consider module indicators:** NB should not be reweighting components

(ii) **Consider degree classifications:** recommend indicative degree classes for all candidates; this should be automatic unless a candidate falls into the window of opportunity.

**The Senate Examination Board will have the authority, in discussion with the Senate External Reviewer, to resolve scenarios that may not have been anticipated.**

(iii) **WOO candidates:** make clear recommendations to the Senate Special Circumstances Panel for all WOO candidates, whether the recommendation is for a candidate to be raised or not.

(iv) **Progression issues**

6. External Examiners Report/Comments/Feedback (when applicable)

7. Prizes (if applicable)

8. Any Other Business (if applicable)

9. Time Meeting Ended (Optional)

*21/05/20 Exam Conventions CV19 Addendum May 2020*

- [4.23 Addendum to Examination Conventions 2020/21](#)
- [4.23.1 Addendum to Examination Conventions 2020/21](#)

## Module indicators to be used in 2020/21

The following indicators are used for module marks of less than 40% for undergraduate modules (50% for M Level modules and postgraduate marks):

A	Absence from an August resit only
F	Resit for capped mark (part two only, including FDA and FDSC part one and two)
H	Resit for full mark (part two only, including FDA and FDSC part one and two)
M	Resit for full mark (part one)
N	No resit allowed (for cases of Unacceptable Academic Practice only)
P	Resit for capped mark (part one only for cases of Unacceptable Academic Practice)
R	Resit for full mark (part one only)
S	Resit for capped mark (part two only, including FDA and FDSC part one and two)
T	Resit for capped mark (part two – level M only and postgraduate marks)
U	Holding indicator for a missing mark because of an allegation of Unacceptable Academic Practice for which an investigation is not yet complete

## The following indicators have been carried over for module marks from 2019/20:

Q	<p>Less than 50% of the assessment or no assessment has run and there is no module mark. There is NO opportunity to resit any part of the assessment in the future, although a student may repeat the module as part of a repeat year.</p> <p>The module is deemed to be a pass for progression and award purposes but will not count in the credits used to calculate the class of award.</p>
Y	<p>Used where the mark given has been derived from assessments making up at least 50% but less than 100% of the module assessment, where alternative assessments have not taken place and where the mark is a pass.</p> <p>Modules with Y indicators count in the credits used to calculate the class of award. Y will not be used for failed module marks</p>

## Special circumstances

1. Students will not be asked to submit Special Circumstances forms and evidence for modules assessed during semester one and semester two of 2020/21.
2. Students unable to complete assessments, for whatever reason, will automatically be granted uncapped (M/H indicator) resit opportunities for non-submissions or in the case of failure, with the exception of where an Unacceptable Academic Practice (UAP) penalty has been applied or where the previous result was a capped resit.
3. The suspension of the normal Special Circumstances procedure will be temporary for the academic session 2020/21 to cover the semester one and semester two assessment periods plus PGT dissertations submitted at the end of September only.

## Unacceptable Academic Practice

4. Where a UAP penalty has been applied this will stand and uncapped resits are **NOT** allowed (unless approved as part of the UAP process).

## Exchange students

5. Returning exchange students, unable to complete all or some of the assessment at their exchange provider, will be deemed to have passed for progression purposes and will also be able to repeat credits in the following year should they so wish.

6. Incoming exchange students will receive module marks on the above terms.

Progression rules still apply.

7. See the University's [Examination Conventions](#):

AQH 4.2 Bachelor's Degree: Rules for Progression

AQH 4.3 Integrated Master's Degrees: Rules for Progression

AQH 4.7 Foundation Degrees: Rules for Progression

AQH 4.14 Progression Rules for Taught Postgraduate Schemes

## Part One of Bachelor's and Integrated Master's awards and the first two years of schemes with a foundation year (Levels 0 and 1)

8. Student will be awarded uncapped (M indicator) resit opportunities for failures and non-submissions; these must be taken at the earliest opportunity which, in most cases, will be August 2021 unless they have Special Circumstances at that time.

9. There will be no cap on the number of credits that students can attempt in August (students failing more than 80 credits will be offered a choice between attempting resits in August or repeating the year; students will be contacted by the Academic Registry after results release to make this offer).



10. There will be no opportunity to improve upon pass marks (note that Part One results for these awards do not contribute to the final degree classification).

## Part Two of Bachelor's and Integrated Master's awards (Levels 2, 3 and 4) and UGs on Foundation Degree schemes (Levels 1 and 2)

11. Student will be awarded uncapped (H indicator) resit opportunities for failures and non-submissions; these must be taken at the earliest opportunity which, in most cases, will be August 2021 unless they have Special Circumstances at that time.

12. There will be no cap on the number of credits that students can attempt in August (noting that students failing more than 80 credits will be offered a choice between attempting resits in August or repeating the year; students will be contacted by the Academic Registry after results release to make this offer).

13. Students will be offered one further opportunity to improve a mark on any passed module which must be taken in August unless they have Special Circumstances at that time. Students will be required to register in July if they wish to take this opportunity which will be on the basis of no detriment: the higher mark will stand. Students will be strongly advised to discuss the implications of taking such an opportunity with their academic department(s) before registering to resit a module they have passed.

14. Finalists will be given one opportunity to accept or decline their indicative class on the publication of results at the end of the session (note that this only applies to classified Bachelor's and Master's degrees). Once an indicative class has been accepted, module marks will be final.

## Taught Postgraduates

15. Students will be awarded uncapped (H indicator) resit opportunities for failures and non-submissions. Students who are completing a qualification in June/July must take resits in August unless they have Special Circumstances at that time. Master's students continuing with their degrees after June/July may take resits in August or during the following session.

16. Students will be offered one further opportunity to improve a mark on any passed module including the dissertation which must be taken either in August (for students completing awards in semester two) or during August or the following session for Master's candidates who are continuing with their degrees after June/July.

17. Finalists will be given one opportunity to accept or decline their indicative class on the publication of results at the end of the session or in December 2021 (note that this opportunity only applies to classified Master's degrees). Once an indicative class has been accepted, module marks will become final.

## Classification of Awards

18. Modules deemed to have been passed (i.e. those with Q indicators) will count towards the total passed credits required to qualify for the award, but may not be equal to more than one third of the required credits. These modules will not be used when calculating the classification. Note that the number of failed credits permitted has not changed and remains as stated in the examination conventions.

## Window of Opportunity for UGs and PGTs (only applies to classified Bachelor's and Master's degrees)

19. Students whose cascade average falls within 2% of any borderline shall be raised to the higher class provided they meet the [preponderance criteria](#) stated in the Examination Conventions.

20. There will be no Window of Opportunity for special circumstances. This is because of the limited number of pre-pandemic marks on which to base any judgment about a

student's performance over time and the decision to suspend the requirement to submit Special Circumstances forms due to difficulties around obtaining and verifying supporting evidence. However, it should be noted that students have additional opportunities to improve their degree classification through the opportunity to improve on passed marks and uncapped resit opportunities for any failed modules which are not available under normal circumstances.

## Research Postgraduates

21. For students taking taught modules during semesters one and two, uncapped H resits will be awarded to all failed modules without the requirement to provide Special Circumstances forms.

22. Resits of passed modules will not be permitted.

- [4.23.2 Summer Resit Assessment Period in August 2021 Special circumstances](#)

1. In the case of modules failed during the summer resit assessment period in August 2021, there will be no automatic opportunity to resit for an uncapped mark.

2. There will be no opportunity to retake modules passed during the summer resit assessment period in August 2021 to improve a mark.

3. Students wishing to report special circumstances to the attention of the examination board should submit a Special Circumstances Form to their department, see [3.8 Special Circumstances and Reasonable Adjustments](#) and see the Staff List for details on submitting the form.

4. Independent evidence should be provided with the Special Circumstances Form. However, if evidence is not available, students should explain the circumstances on the Special Circumstances Form.

5. Academic Quality Handbook 4.20 does not apply to PGT dissertations submitted at the end of September 2021, and guidance is provided in Academic Quality Handbook [4.19.3 Covid-19 Addendum to Examination Conventions 2021](#).

- [4.24 Addendum to Examination Conventions 2022/23 \(Industrial Action\)](#)

**1. Module indicators to be used in 2022/23**

The following indicators are used for module marks of less than 40% for undergraduate modules (50% for M Level modules and postgraduate marks):

F	Resit for capped mark (part two only, including FDA and FDSC part one and two)
H	Resit for full mark (part two only, including FDA and FDSC part one and two) – Special circumstances
M	Resit for full mark (part one) – Special circumstances
N	No resit allowed (for cases of Unacceptable Academic Practice only)
P	Resit for capped mark (part one only for cases of Unacceptable Academic Practice)
R	Resit for full mark (part one only)
S	Resit for capped mark (part two only, including FDA and FDSC part one and two)
T	Resit for capped mark (part two – level M only and postgraduate marks)
U	Holding indicator for a missing mark because of an allegation of Unacceptable Academic Practice for which an investigation is not yet complete

**2. Module indicators to be used in semester two 2022/23 where industrial action has impacted:**

Q	Less than 50% of the assessment or no assessment has run and/or less than 50% of the component marks are available. The module is deemed to be a
---	--

	pass for progression and award purposes but will not count in the credits used to calculate the class of award.
Y	Used where the module mark given has been derived from assessments and/or marks making up at least 50% but less than 100% of the module assessment and where the mark is a pass. Modules with Y indicators count in the credits used to calculate the class of award. Y will not be used for failed module marks.
H	Used where the module mark given has been derived from assessments and/or marks making up at least 50% but less than 100% of the module assessment and where the mark is a fail. Modules with H indicators count in the credits used to calculate the class of award. H will not be used for passed module marks.
M	Resit for full mark (part one) - Special circumstances - Also used where the module mark given has been derived from assessments and/or marks making up at least 50% but less than 100% of the module assessment and where the mark is a fail. M will not be used for passed module marks.

### **3. Unacceptable Academic Practice**

Where a UAP penalty has been applied this will stand and uncapped resits are **NOT** allowed (unless approved as part of the UAP process).

### **4. Exchange students**

Incoming exchange students will receive module marks on the above terms.

### **5. Progression rules**

See the University's [Examination Conventions](#) for the progression rules which still apply:

AQH 4.2 Bachelor's Degree: Rules for Progression

AQH 4.3 Integrated Master's Degrees: Rules for Progression

AQH 4.7 Foundation Degrees: Rules for Progression

AQH 4.14 Progression Rules for Taught Postgraduate Schemes

## **6. Part One of Bachelor's and Integrated Master's awards and the first two years of schemes with a foundation year (Levels 0 and 1)**

Modules with Q and Y indicators will be excluded from the cap on the number of credits that students can attempt in August.

Students with H and M indicators will be awarded uncapped resit opportunities for failures and non-submissions; these must be taken at the earliest opportunity, which in most cases, will be August 2023 unless they have Special Circumstances at that time.

There will be no opportunity to improve upon pass marks (note that Part One results for these awards do not contribute to the final degree classification).

## **7. Part Two of Bachelor's and Integrated Master's awards (Levels 2, 3 and 4) and UGs on Foundation Degree schemes (Levels 1 and 2)**

Modules with Q and Y indicators will be excluded from the cap on the number of credits that students can attempt in August.

Continuing students will be offered one further opportunity to attempt a module where the final mark is based on no assessment or incomplete assessment which must be taken in August 2023 unless they have Special Circumstances at that time. Students will be required to register in July 2023 if they wish to take this opportunity which will be on the basis of no detriment: the higher mark will stand. Students will be strongly advised to discuss the implications of taking such an opportunity with their academic department(s) before registering to resit a module they have passed.

Finalists with missing marks for modules contributing to the final classification/award will be given their indicative class on the publication of results at the end of the session (note that this only applies to classified

Foundation, Bachelor's and Master's degrees). Should missing marks become available at a later date, degree classes will be recalculated on the basis of no detriment (the higher mark will stand) and any finalist improving upon their classification will be issued the higher class of degree.

Finalists with missing assessments for modules contributing to the final classification/award will be given the opportunity to accept or decline their indicative degree class on the publication of results at the end of the session (note that this only applies to classified Foundation, Bachelor's and Master's degrees). Once an indicative class has been accepted, module marks will be final.

Finalists choosing to decline their indicative degree class on the publication of results will be offered one further opportunity to attempt a module where the final mark is based on no assessment or incomplete assessment which must be taken in August 2023 unless they have Special Circumstances at that time. Finalists will be required to register in July 2023 if they wish to take this opportunity which will be on the basis of no detriment: the higher mark will stand. Finalists will be strongly advised to discuss the implications of taking such an opportunity with their academic department(s) before registering to resit a module they have passed.

## **8. Taught Postgraduates**

Students will be offered one further opportunity to attempt a module where the final mark is based on no assessment or incomplete assessment including the dissertation which must be taken either in August 2023 (for students completing awards in semester two), unless they have Special Circumstances at that time, or during August 2023 or the following session for Master's candidates who are continuing with their degrees after June/July. This opportunity will be on the basis of no detriment: the higher mark will stand.

Students with missing marks for modules contributing to the final classification/award will be given their indicative class on the publication of



results at the end of the session or in December 2023. Should missing marks become available at a later date, degree classes will be recalculated on the basis of no detriment (the higher mark will stand) and any student improving upon their classification will be issued the higher class of degree.

Students with missing assessments for modules contributing to the final classification/award will be given the opportunity to accept or decline their indicative class on the publication of results at the end of the session or in December 2023 (note that this opportunity only applies to classified Master's degrees). Once an indicative class has been accepted, module marks will become final.

Students choosing to decline their indicative degree class on the publication of results will be offered one further opportunity to attempt a module where the final mark is based on no assessment or incomplete assessment which must be taken either in August 2023 (for students completing awards in semester two) or during August or the following session for Master's candidates who are continuing with their degrees after June/July. This opportunity will be on the basis of no detriment: the higher mark will stand.

## **9. Classification of Foundation and Bachelor's degrees**

Modules deemed to have been passed (i.e. those with Q indicators) will count towards the total passed credits required to qualify for the Foundation/Bachelor's degrees, but may not be equal to more than one third of the required credits. These modules will not be used when calculating the classification. Note that the number of failed credits permitted has not changed and remains as stated in the examination conventions.

## **10. Classification of Integrated Master's degrees**

Modules deemed to have been passed (i.e. those with Q indicators) will count towards the total passed credits required to qualify for the Integrated Master's award, but may not be equal to more than one third of the required credits at

levels six and seven. These modules will not be used when calculating the classification. Note that the number of failed credits permitted has not changed and remains as stated in the examination conventions.

## **11. Research Postgraduates**

For taught modules during semester two 2023, students will be offered one further opportunity to attempt a module where the final mark is based on no assessment or incomplete assessment which must be taken at the next available opportunity. Resits of passed modules will not be permitted.