**How to display the award of credit where a student has a penalty of zero for an academic offence, but resubmission allowed for credit purposes**

**Background**

In cases where a student is awarded a mark of zero for an item of coursework, but is able to resubmit for credit purposes, the “uncapped mark” (raw mark) for the resubmission will be used to calculate the aggregate mark for the coursework element (and by default the module aggregate). This will confirm whether the student has met the requirements of the module[[1]](#footnote-1) and whether they can be awarded the credit. However, it will not contribute towards the marks that are used for classification purposes and it will not be used in the aggregate marks which appear on the marks grid for the Exam Board, nor will it appear on the final transcript[[2]](#footnote-2).

Departments need to record the uncapped mark and use it, along with the marks for the other items of assessment for the module, to ascertain whether the student has met the requirements of the module (i.e. achieved the relevant pass mark). However, the penalty mark of zero should be used on COR and RPS to calculate the final marks which will appear on the marks grids for Pre-Boards and Boards of Examiners. Departments need update RPS and inform the Exam Board Secretary (usually their Education Manager or Executive Officer in Registry for Undergraduate Exam Boards, or their Graduate Administrator for Postgraduate Exam Boards) that the student has met the requirements of the component for credit purposes.

**Action for departments to take in preparation for exam boards**

a) Calculating the mark with and without the zero

If a student has achieved the required aggregate mark to pass the module with the zero included, we do not expect you to recalculate the mark with the uncapped mark included because the student has passed the module anyway. Therefore the credit is already awarded and the marks are used for classification purposes.

It is up to each department to decide how it wishes to record the uncapped mark for the resubmission. Some departments use the ‘Marks Penalties’ screen (which is currently used to record late submissions) to record the uncapped mark for the resubmission, and keep the zero on the ‘marks input’ screen on COR. Because of the dynamic link to RPS the zero would be used to calculate the aggregate marks, so you need a mechanism by which you work out what the aggregate marks for the module would be if they included the uncapped mark, so that you can inform the Exam Board Secretary whether the student can have the credit awarded. It may be as simple as putting the uncapped mark on COR so that RPS works out what the aggregate marks would be, making a note of the aggregates and year mark, and then re-imposing the zero back for the item of coursework on COR.[[3]](#footnote-3)

b) Displaying the information on the Result Processing System

In order to inform the Exam Board that the requirements have been met and the credit can been awarded, we would like departments to add a comment in the Notes for Board field.

You should use the following format for comments:

[Module code xxx] Cred Awarded [this shows that credit has been awarded for specified module]

*You must also tell your Education Manager/Executive Officer in Registry as they will need to update RPS to award the credits.*

When they do this it will automatically impose the class of FWC (Fail with credits awarded) for UG students in Stage Two or the Final Stage. This indicates that they have got the credits for the module, but the module will still count as a fail in the dominant quality method for calculating the degree.

Exam Boards need to know where students have still failed to meet the requirements of the component even after the uncapped mark for resubmission has been included in the calculation of the component aggregate. This information will be relevant when capping is subsequently being applied after any reassessment has taken place. Therefore, if, after including the uncapped mark for the resubmission, the student still does not met the requirements to pass the component (i.e. the aggregate mark is still below the pass mark) we would like departments to add a comment in the Notes for Board field. You should use the following format:

[module code xxx] No Cred [this shows that credit has not been awarded for the specified module]

**To summarise:**

* The Exam Board should NOT see the uncapped mark, either as part of the new module aggregate in the marks grid, or in the comments field on RPS
* If a student has failed the module, but passes it when the uncapped mark is used, the department should add the ‘Credit Awarded’ comment in the Notes for Board field. This will explain to the Board why the student is recorded as being awarded credit for a module that, according to their marks on the grid, they have failed.
* Where credit is being awarded you must ask the Academic Officer to award the credit on RPS. For UG students in Stage Two or the Final Stage it will automatically input the class of FWC.
* If, after including the uncapped mark for the resubmission, the student still does not met the requirements to pass the module, the department should add the ‘No Credit’ comment in the Notes for Board field. This will confirm that the student has failed to obtain credit for the module as a result of academic failure.
* If a student has passed the module without the uncapped mark being added the department does not need to do anything because the student has passed the module already, and the marks will be used to confirm whether they may progress to the next year and/or will be used for classification purposes.

Registry, May 14

Z:/exam bds14/ briefing materials/Award credit for penalty zero for academic offence may14

1. If a student still does not reach the pass mark, this will be because of academic failure rather than the result of an AO penalty. Therefore, the student has the normal reassessment opportunities but cannot expunge the mark of zero. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. Please remember that the dynamic link between COR and RPC closes for 2nd/final year marks input on Friday 13th June 2014, and for 1st year marks input on 25th June 2014; if you make any changes to marks on COR after that date you will need to inform your Academic Officer so that they can make the relevant change in RPS too. [↑](#footnote-ref-3)