

Postgraduate Boards of Examiners

How to update RPS with the Final Exam Board decisions

What to do:

1. [Where student must resubmit the dissertation](#)
2. [Where reassessment is required in modules](#)
3. [Where student has a choice of module in which to be reassessed](#)
4. [How to work out the minimum and maximum number of credits for reassessment where a choice of modules is given](#)

[Appendix – Screen shots on how to flag reassessment](#)

(includes how to flag compulsory reassessment and how to give students a choice of modules in which to be reassessed)

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1 WHERE RESUBMISSION OF THE DISSERTATION IS REQUIRED

| LLM RESULTS Year 12 INT HUM RIGHT & HUMANITY (MTH) LWG LLM (BULE) Version: 3/03 | | | | | | | | | | Page 1 VAL | | | |
|---|------|------|-------------------------|------------|------|------|------------|------|------------|------------|------------|------|------------|
| Reg No | Card | Name | Mod Level | Mod Credit | Exam | Exam | Module App | Exam | Module App | Exam | Module App | Exam | Module App |
| LW800-7-PT | 7 | 60 | DIS LLM BURE | | | | 48.0 | | 48.0 | | 48.0 | | 48.0 |
| LW801-7-PT | 7 | 30 | DIVULGMENT: LAW AND PRA | | | | 30.0 | | 30.0 | | 30.0 | | 30.0 |
| LW802-7-AD | 7 | 15 | BLAC - 1 | | | | 30.0 | | 30.0 | | 30.0 | | 30.0 |
| LW803-7-PT | 7 | 15 | RESEARCH ESSAY BURE | | | 31.0 | | | 31.0 | | 31.0 | | 31.0 |
| LW804-7-SP | 7 | 15 | LACT 2 | | | | 30.0 | | 30.0 | | 30.0 | | 30.0 |
| LW805-7-AD | 7 | 15 | LAW INTERN FACE | | | | 48.0 | | 48.0 | | 48.0 | | 48.0 |
| LW819-7-SP | 7 | 15 | PROTECTION & PROTECTION | | | | 42.0 | | 42.0 | | 42.0 | | 42.0 |
| LW829-7-AD | 7 | 15 | DEBITION UNDER BULLAW | | | | 54.0 | | 54.0 | | 54.0 | | 54.0 |
| LW830-7-PT | 7 | 0 | FOUND ESSAY: RU & SEMAN | | | | 30.0 | | 30.0 | | 30.0 | | 30.0 |

Exam Notes for Board: All LW819 papers have gone to external examiners. LW819 Head Not marked - 15 agreed

Exam Notes for Board: Final Case (Exam) No Yes (Exam) No

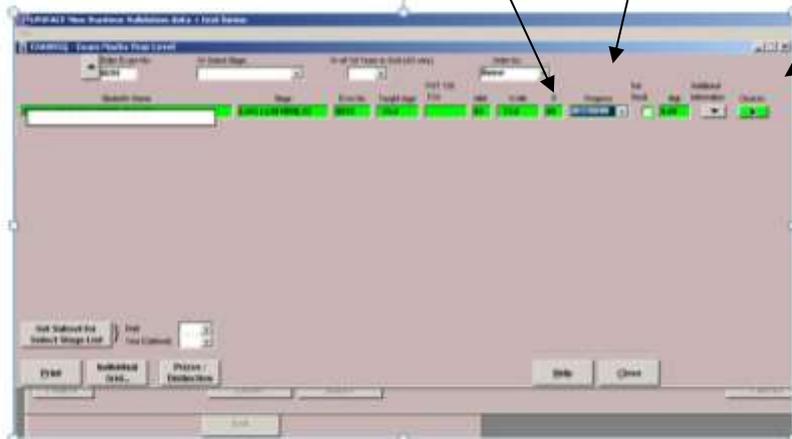
| Taught Course Average | Additional Information: Credits in ranges | Credits | Taught course credits awarded at first attempt | Pre-assessed Outcome |
|-----------------------|---|---------|--|----------------------|
| 55.0 (1) | Under 40 | 0 | | PGDIPPL |
| | 40 - 49.9 | 40 | | |
| | 50 - 59.9 | 80 | | |
| | 60 - 69.9 | 30 | | |
| | 70 + | 0 | | |

BOARD DECISION

Must be reassessed in LW800 as a resit. Deadline of 20 January. Otherwise exit with a PG Diploma.

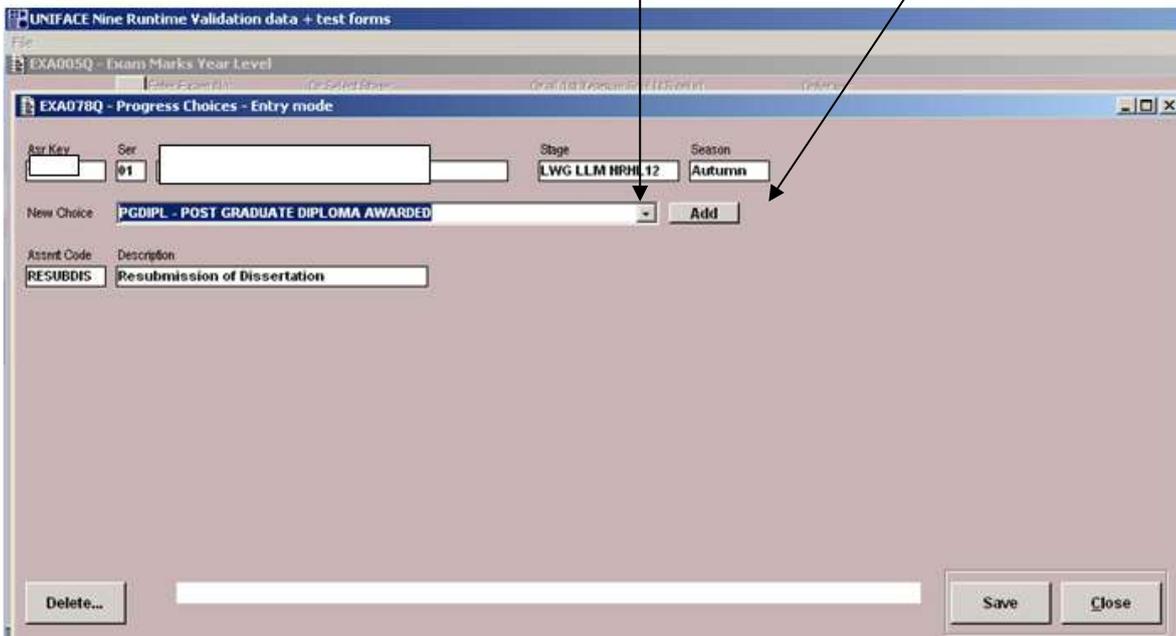
YOUR ACTION

- Go into the Year Mark/Progress screen and change the overall outcome to DECISION. You need to change P rule to 00, then pick Decision from the drop down list. Then click on the Choices box on the right.



2 You must now select the appropriate outcomes.

Pick the selection from the drop down list and then click on the ADD button. Repeat for each outcome offered to the student and then click on SAVE.
In this case the outcomes are: RESUBDIS and PGDIPL



3 Next you must flag the dissertation for resubmission.

The dissertation will need to be flagged for reassessment in the Reassessment Screen.

To access the screen, click on the R button next to the dissertation module. This will take you into the reassessment screen.



The dissertation is classed as coursework, but you must leave the Period and Year field blank as you will be inserting a deadline for the submission of the work.

Complete all the relevant fields, but do not change the Attending/Payment field.

The screenshot shows a software interface for 'EXA067Q - Reassessment'. At the top, there are fields for 'Air Key' (E08B), 'Ser Eq' (01), 'Name' (redacted), 'Stage' (ECG MSC FE 13), and 'Current RPS Candidate' (Yes). Below this is a section for 'Module EC981' and 'Season Autumn'. The main part of the form is a table with columns: 'Reassessment Type', 'Period and year', 'First Pass', 'Choice Type', 'Capped / Capped at', 'Attending/Payment', 'Dissertation Resubmission Deadline', and 'Not Applicable'. The first row is for 'Coursework', with 'Period and year' blank, 'First Pass' set to 'Resit', 'Choice Type' set to 'Compulsory', 'Capped / Capped at' set to 'Capped' with a value of '50', 'Attending/Payment' set to 'Yes' with a sub-option of 'Expected to Pay', and 'Dissertation Resubmission Deadline' set to '14/01/2015'. A 'Delete' button is next to this row. Below the table is a 'Module EC981' section with checkboxes for 'Resit', 'Set CM Rule', and 'Trial'. At the bottom right are 'Save' and 'Close' buttons. A blue arrow points from the text above to the 'Dissertation Resubmission Deadline' field.

Click Save before closing out of the screen.

2 WHERE COMPULSORY REASSESSMENT IS REQUIRED IN MODULES

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LLM M1021212 Year 12 12 INTERN TRADE LAW (12 MTHS) LWG LLM (ITL) 12 Variation Name Special Requisite

Reg No. [] Card [] Name []

| Mod Level | Mod Credit | Mod Title | Resit | | | Exam | Module Aggr | Course Comp/ Opt | Ext Cir | C |
|------------|------------|-----------|-------|------|------|---------|-------------|------------------|---------|--------------------------|
| | | | CW | Exam | Flag | | | | | |
| LW600-7-PY | 7 | 60 | | | | 55.0 | 55.0 | Core | B | <input type="checkbox"/> |
| LW601-7-AP | 7 | 30 | | | | 43.5 | 46.0 | Comp | C | <input type="checkbox"/> |
| LW602-7-AP | 7 | 30 | | | | 33.5 | 36.0 | Comp | C | <input type="checkbox"/> |
| LW611-7-SP | 7 | 15 | | | | 68.0 | 68.0 | Opt | F | <input type="checkbox"/> |
| LW616-7-AU | 7 | 15 | | | R | (33.0) | (33.0) | Opt | F | <input type="checkbox"/> |
| LW619-7-AU | 7 | 15 | | | | 39.0 | 39.0 | Opt | F | <input type="checkbox"/> |
| LW620-7-SP | 7 | 15 | | | | 52.0 | 52.0 | Opt | F | <input type="checkbox"/> |
| LW617-7-PY | 7 | 0 | | | | 55.0 | 55.0 | Comp | C | <input type="checkbox"/> |

June Notes for Board
Sept/Final POT Notes for Board
Final Circs (Sept) Yes Ext Circs (June) No

| Taught Course Average | Additional Information Credits in ranges | Credits | Taught course credits awarded at first attempt | Proposed Outcome |
|--------------------------|--|---------|--|----------------------|
| 52.0 (35.0) | Under 40 | 15 | 75 | PGDIPL |
| | 40 - 49.9 | 30 | | |
| | 50 - 59.9 | 120 | | |
| | 60 - 69.9 | 15 | | |
| | 70 + | 0 | | |
| Overall Weighted Average | | | Year credits awarded 135 | Interim Outcome WRCO |

BOARD DECISION

Must be reassessed in LW616 as it is below 40 and can't be condoned.

Student has ext circs has been permitted one final attempt, but it will still be a resit, as it was originally a resit.

YOUR ACTION

- 1 Go into the Year Mark/Progress screen and change the overall outcome from to DECISION and choose the following outcomes: RESSU and PGDIPL (see instructions on how to flag DECISION outcomes)
- 2 Go into the Reassessment Screen and flag the module as compulsory c/wk April/May/June resits with mark capped at 50

EXAM 70 - Reassessment

For Key [] Set Sq [1] Name [] Reg [LWG LLM (ITL) 12] Card RFS Cardable [Yes]

Module LW616 Group Autumn

Reassessment Type: Coursework Period: Apr May Jun Resit: Resit Class Type: Compulsory Capped: 50 Expected to Pay: Yes

Buttons: Create, Delete, Save, Close

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3 WHERE STUDENT HAS A CHOICE OF MODULES IN WHICH TO BE REASSESSED

PROFILE

The student has passed the dissertation, but has failed modules due to ext circs. The Board has offered further reassessment, but the student only needs to do one out of two modules. Otherwise s/he can leave with an exit award of a PG Diploma.

YOUR ACTION

- 1 Go into the Year Mark/Progress screen and change the overall outcome to DECISION
- 2 Go into the Choices screen and pick to RESSU and PGDIPL
- 3 Go into the Reassessment Screen and flag both of the failed modules as Compulsory Choice April/May/June resit with marks capped at 50. Pick c/wk or exam as appropriate.
- 4 Go into Additional Info Screen and input the min/max credits. In this case the minimum will be 15 and the maximum will be 30, as both modules are 15-credit modules.

[\(See appendix A for detailed instructions and screen shots\)](#)

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APPENDIX A – SCREEN SHOTS AND DETAILED GUIDANCE ON FLAGGING REASSESSMENT

There are three possible designations for modules when they are flagged for reassessment:

- i) Voluntary – used in cases of ext circs where an exam board offers the student the chance to undertake reassessment but it doesn't matter if the student doesn't take it.
- ii) Compulsory - Reassessment must be undertaken in the specified module, no choice given.
- iii) Compulsory Choice – student must undertake reassessment in at least one module, but student has the choice of modules in which to be reassessed. Limits will be set on the minimum and maximum number of credits for reassessment.
- iv) NB - only modules flagged as compulsory choice are included in the credit range – ignore any compulsory modules or voluntary modules.

Examples of ranges for Compulsory Choice modules:

| What student has to do | Credit sizes of modules being flagged as compulsory choice | Credit range to set |
|-------------------------------|---|----------------------------|
| Do one out of 3 modules | all 15 credits | Min 15, max 15 |
| Do one out of 3 modules | two 15 credits, one 30 | Min 15, max 30 |
| Do one out of 3 modules | all 20 credits | Min 20, max 20 |
| Do one out of 3 modules | two 20, one 40 | Min 20, max 40 |
| Do 2 out of 3 modules | all 15 credits | Min 30, max 30 |
| Do 2 out of 3 modules, | two 15 credits one 30 | Min 30, max 30 |
| Do 2 out of 3 modules | all 20 credits | Min 40, max 40 |
| Do 2 out of 3 modules | two 20, one 40 | Min 40, max 40 |
| Do 2 out of 3 modules | two 15, one 20 | Min 30, max 35 |
| Do 2 out of 3 modules | two 20, one 15 | Min 35, max 40 |

How to Flag the Reassessment.

Step One – selecting modules for reassessment

Click on the R button against the relevant module. This will take you into the Reassessment screen.

Module or Exam Num: **9644** Order by: **Course** Number of Records: **8** **F* = Final Grid Printed**

| Student's Name | Stage Code | Exmt No | Module | Cswk | Exam | CM | Aggr | Cap? | Module Imp | Class | Co | Un | F* | Resit Options | Flag |
|----------------|----------------------|-------------|-------------------|------|------|----|------|------|------------|-------|----|----|----|---------------|------|
| | BSG MSC CR 12 | 9644 | BS900-7-AU | 65.0 | | 02 | 65.0 | | | | | | | R | ▲ |
| | BSG MSC CR 12 | 9644 | BS904-7-SP | 39.0 | | 02 | 39.0 | | | | | | | R | ▲ |
| | BSG MSC CR 12 | 9644 | BS911-7-AP | 49.0 | | 02 | 49.0 | | | | | | | R | ▲ |
| | BSG MSC CR 12 | 9644 | BS912-7-SP | 77.5 | | 02 | 78.0 | | | | | | | R | ▲ |
| | BSG MSC CR 12 | 9644 | BS913-7-AU | 34.0 | 49.0 | 07 | 44.0 | | | | | | | R | ▲ |
| | BSG MSC CR 12 | 9644 | BS914-7-AU | 85.0 | 55.0 | 07 | 65.0 | | | | | | | R | ▲ |
| | BSG MSC CR 12 | 9644 | BS981-7-AP | 48.0 | | 02 | 48.0 | | | | | | | R | ▲ |
| | BSG MSC CR 12 | 9644 | BS995-7-FY | 0.0 | | P1 | 0.0 | | | | | | | R | ▲ |

Buttons: Print, Notepad, Show Regs, Import Marks, Additional Information, Year Mark Progress, Degree Mark /Class (UG), Help, Close, Candidate Control, Recalc Upper Levels, Recalc all Aggr Marks, Close Without Checks

Where Reassessment is Compulsory

In this example the student must resit the exam in one module and it will be compulsory.

The screenshot shows a software window titled "EXA067Q - Reassessment". At the top, there are input fields for "Asr Key", "Ser Sq" (set to 01), "Name", "Stage", and "Current RPS Candidate" (set to Yes). Below this, the "Module" is set to "EC908" and the "Season" is set to "Autumn".

| Reassessment Type | Period and year | First/Resit | Choice Type | Capped? / Capped at | Attending/Payment | Not Applicable |
|-------------------|-------------------------|-------------|-------------|---------------------|------------------------|---------------------------------|
| Coursework | | | | | | <input type="checkbox"/> |
| Exam | Apr/May/June 2014/15 | Resit | Compulsory | Capped 50 | Yes Expected to Pay | <input type="checkbox"/> Delete |

Below the table, there is a section for "Module EC908" with checkboxes for "Part-time", "Sep CM Rule", and "Trail". There are also input fields for "June" and "Sep". At the bottom right, there are "Save" and "Close" buttons.

- Once in the Reassessment Screen you will see there are the normal options to flag coursework and/or exam.
- You will flag the Period, First/Resit and Capping fields as normal. **PLEASE DO NOT AMEND THE ATTENDING/PAYMENT FIELD.**
- **From the field 'CHOICE TYPE'** you need to select the appropriate type. In this case it will be 'Compulsory'.

Where student is given a choice of modules in which to be reassessed

In this case the student is going to be given a choice of taking the exam in one of two modules.

| Reassessment Type | Period and year | First/Resit | Choice Type | Capped? / Capped at | Attending/Payment | Not Applicable |
|-------------------|------------------------|-------------|-------------------|---------------------|----------------------|---------------------------------|
| Coursework | | | | | | <input type="checkbox"/> |
| Exam | Apr/May/Jun 2014/15 | Resit | Compulsory Choice | Capped 50 | -Choose- -Choose- | <input type="checkbox"/> Delete |

Step One – flagging the reassessment

- Once in the Reassessment Screen you will see there are the normal options to flag coursework and/or exam.
- You will flag the Period, First/Resit and Capping fields as normal. **PLEASE DO NOT AMEND THE ATTENDING/PAYMENT FIELD.**
- **From the field 'CHOICE TYPE'** you need to select the appropriate type. In this case it will be 'Compulsory Choice'.

Step Two – indicating the number of modules in which the student can undertake reassessment

As you are giving the student the choice to resit one of three modules you need to set the limits on the number of credits in which he can be reassessed.

Go back to the main screen and click on the Additional Information button.

Module or Exam Num: **9644** Order by: **Course** Number of Records: **8** F* = Final Grid Printed

| Student's Name | Stage Code | Exm No | Module | Cswk | Exam | CM | Aggr | Cap? | Module Imp | Class | Co | Un | F* | Resit Options | Flag |
|----------------|---------------|--------|------------|------|------|----|------|------|------------|-------|--------------------------|--------------------------|--------------------------|---------------|------|
| | BSG MSC CR 12 | 9644 | BS900-7-AU | 65.0 | | 02 | 65.0 | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | R | ▲ |
| | BSG MSC CR 12 | 9644 | BS904-7-SP | 39.0 | | 02 | 39.0 | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | R | ▲ |
| | BSG MSC CR 12 | 9644 | BS911-7-AP | 49.0 | | 02 | 49.0 | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | R | ▲ |
| | BSG MSC CR 12 | 9644 | BS912-7-SP | 77.5 | | 02 | 78.0 | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | R | ▲ |
| | BSG MSC CR 12 | 9644 | BS913-7-AU | 34.0 | 49.0 | 07 | 44.0 | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | R | ▲ |
| | BSG MSC CR 12 | 9644 | BS914-7-AU | 85.0 | 55.0 | 07 | 65.0 | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | R | ▲ |
| | BSG MSC CR 12 | 9644 | BS981-7-AP | 48.0 | | 02 | 48.0 | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | R | ▲ |
| | BSG MSC CR 12 | 9644 | BS995-7-FY | 0.0 | | P1 | 0.0 | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | R | ▲ |

Buttons: Print, Notepad, Show Reqs, Import Marks, Additional Information, Year Mark Progress, Degree Mark /Class (UG), Help, Close, Candidate Control, Recalc Upper Levels, Recalc all Aggr Marks, Close Without Checks

In this screen you need to set the limits based ONLY ON THE COMPULSORY CHOICE modules. Ignore any purely compulsory or voluntary reassessment.

In this case the student must pick only one out of two modules. As this department uses 15/30 credits, it means you would set the Max Reassess Credits as 15 and the minimum as 15.

The screenshot shows a software window titled "UNIFACE Nine Runtime Validation data + test forms" with a sub-window "EXA014Q (formerly EXA003Q) - Additional Information". The interface includes several input fields and controls:

- Student's Name: [Text Field]
- Reg No: [Text Field]
- Exam No: [Text Field]
- Year: [Text Field] containing "12"
- Max Reassess Credits: [Text Field]
- Min Reassess Credits: [Text Field]
- Exten Circs:- June: [Radio Buttons] with options "No" (selected), "Yes", and "C/F"
- June Notes for Student: [Text Field]
- June Notes for Board: [Text Field]
- Qualifier: [Text Field]
- Buttons: "Help" and "Close" at the bottom right.

An arrow points from the text above to the "Max Reassess Credits" and "Min Reassess Credits" fields.

Step Three -Giving Further Instructions to Students

You do NOT normally have to input any comments about which modules the students need to take as this will be shown very clearly on the web results screen. However, there may be times when you still need to give students specific instructions about what to take. For example,

Let's say the student has failed 60 credits' worth of modules in the 40-49 range.

BS119 – 30 credits

BS288 – 15 credits

BS371 – 15 credits

We wouldn't give them reassessment in all 60 credits because they can have a max of 40 credits condoned. They would have to do at least 30 so they could have a 30 condoned

They could either do BS119 (30) or both of BS288 and BS371 (15 each).

You would need to add a note in the 'June Notes for Student' field as follows:

When choosing between your compulsory choice modules you must do BS119 or BS288 AND BS371

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