

Notes to Accompany the Grids – For Summer and Resit Boards 2017

The numbers refer to fields on the annotated grids. **New guidance is shown in yellow.**

Information Relating to UG Grids (all stages)

Note	Info on Grid	What does RPS do?	What doesn't RPS do?	Your Action
1	Grid displays that there is a variation to the Rules of Assessment for the course.	<p>Where the variation is programmed into the rules RPS identifies whether a student has passed the stage and shows whether a resit/repeat year is required in the Proposed Outcome field.</p> <p>YES = a variation exists and <i>some or all of it</i> has been programmed.</p> <p>NONE= no variation exists</p> <p>MANUAL = a variation exists but it has not been programmed at all.</p>	It does not take into account whether a student has passed a variation which is described as MANUAL. Where an outcome is programmed as YES it might only have been possible to programme some of it due to the nature of the variation.	<p>If you are unclear why a student does not have an overall 'PASS' predicted you should check the variation rule. A student may appear to have passed all modules, but has failed to meet a variation – eg needing to achieve a higher Stage Mark.</p> <p>If it says 'YES' or 'MANUAL' you need to check the variation and apply it manually. Where the student has failed the variation you will need to change the overall outcome.</p>
2	Max Period	Where the date for maximum completion of the award is held in the database it will be displayed on the grid. It should appear for all students who entered in 10/11 onwards. It will be blank for most other students and will only be displayed for a few other students where a change has been made manually by Registry – i.e if they have intermitted or repeated the year.	This is an information display field only.	<p>You need to check this field when deciding whether the student can be offered any form of reassessment that will cause them to increase their length of study by a year.</p> <p>See other guidance issued by Registry on this topic.</p>
3	Special syllabus flag	<p>This is an information display field only.</p> <p>It shows where a student has been given a special syllabus to take modules not normally permitted on the course.</p>	-	You might find it helpful to know there has been a special syllabus if you are trying to work out why an outcome looks odd, or you have queries about why a student is taking a different range of modules from other students on the course.

Note	Info on Grid	What does RPS do?	What doesn't RPS do?	Your Action
4	Model	<p>Displays the model used for the calculation of the degree classification. It is designed to provide info about 4-yr courses.</p> <p>Model 3 yr = 3 year degree rules</p> <p>The models assigned for 4 yr rules**:</p> <p>Model 1 Model 2 Model 3 Model 4</p> <p>**see appendix A for details of the models.</p> <p>For students in the final year of 4-yr courses, Senate agreed that the year abroad marks can be excluded in the degree classification if they have the effect of lowering the classification. RPS has been reprogrammed to take this into account. Where the classification is higher under the 3-yr rules the model will be displayed as model 1 [which excludes year abroad] and the degree mark changed to match the 40:60 weighting..</p>	-	<p>If the result is not what you expect, check whether the correct model has been applied.</p> <p>Check carefully the result for finalists on 4-yr courses.</p>

5	<p>Mod Level</p> <p>The levels are as follows: – 3 = preliminary stage 4 = Stage One 5 = Stage Two 6 = Stage Three 7 = Masters' level</p>	credits are awarded at the level of the module	-	<p>In the Final Stage you need to pay particular attention to cases where students may have failed their degree because they have not passed 90 credits at level 6 in the final stage.</p> <p>The Board can look back at Stage 2 to see whether they have taken any level 6 credits in that stage which can then be included in the total.</p>
6	Module credit field	Shows the size of the module taken by the student.	-	-
7	Flag	<p>This will indicate whether a module aggregate of x9 has been reviewed and confirmed.</p> <p>MC = mark confirmed as x9</p> <p>X9 = remains at x9 as work unavailable <i>[used in cases where it has not been possible to review the work because it is unavailable – for example in modules which are 100% coursework-based and the student has failed to return the work for review]</i></p>		
8	module Aggregate	Mark is shown rounded to a whole number.	-	-
9	<p>Module status displays:</p> <p>CORE = CORE must be passed Comp = Compulsory to take Opt = Optional module</p>	<p>RPS has been programmed to take CORE modules into account as per the structure of the course. They must be passed.</p> <p>The status will display once per component where modules are aggregated together.</p>	RPS does not take into account how many times a student has taken the assessment for a module when calculating the student's result.	You must look out for multiple attempts at modules if a student has failed again.

10	<p>ENr St</p> <p>= Enrolment status for the module.</p>	<p>This column shows in which modules students are being reassessed if they are undertaking reassessment without attendance, or repeating modules on a part-time basis.</p> <p>These students can be identified because they will have the following codes in their previous year's outcome:</p> <p>WTEX – undertaking reassessment without attendance RPCR – repeating modules part-time.</p>	<p>It doesn't do anything as this is only a field displaying information.</p>	<p>For students undertaking reassessment the Board will be ratifying the marks for any modules in which the following Enrol codes appear:</p> <p>A= coursework reassessment E=exam reassessment D= both coursework and exam T= taken (i.e the marks were ratified last year)</p> <p>You can ignore all other Enrol codes for the majority of students who are not undertaking reassessment, but if you are hankering after an explanation – here it is:</p> <p>C= compulsory H = compulsory with choice of modules B=core G = core with choice of modules F=option</p>
11	<p>Reassessment Flag</p> <p>Displayed in Previous Years</p>	<p>For previous stages a flag will be present to indicate that reassessment took place. The codes are:</p> <p>R -= resit F = first sit V = voluntary reassessment</p> <p>If a student has taken reassessment in a previous stage, the marks for the first attempt will be shown in brackets. If a student had been offered a voluntary reassessment and did not take it, the flag will be shown but there will be no bracketed previous marks.</p>	-	

11a	<p>Reassessment Flag</p> <p>Displayed for Sept Resit Boards</p>	<p>R = compulsory resit F = compulsory first sit VR = voluntary resit VF = voluntary first sit CR = compulsory choice resit CF = compulsory choice first sit *= MCQ test taken (stage 1 Biol Sci only)</p>	<p>Info is for display purposes only.</p> <p>NB – compulsory choice students were given a min and max number of credits they had to take. It has not been possible to get this info on the grids this year. If you have queries, refer to June pass lists.</p>	<p>You will need to apply capping at module level for resits. Do this pre-board for final years and post-board for other stages.</p>
12	<p>'C' field = Credits imposed</p>	<p>Shows where credits have been imposed. This will not show any value in the current stage, but will have a cross in it for previous stages for the following reasons:</p> <ul style="list-style-type: none"> a) Students may previously have been given a penalty for an academic offence whereby credits are awarded for the component (if passed) but a zero remains on the grid for the work or for the entire module. Where the inclusion of a zero causes the student to get a mark below 40 in the component, the classification will show as FWC (Fail with credits). This will then count as a Fail under dominant quality rules. b) a Stage One student was awarded credits for a fail in a non-core module because the marks were in the permissible range. 	<p>-</p>	<p>please note that the academic offences penalty of reassessment for credit purposes has been discontinued with effect from 16-17, but students could still have had this penalty in previous stages.</p>

13	*appearing next to module	This shows that the student has received a penalty for an academic offence in the module.	It doesn't do anything, this is just for display.	The penalties for academic offences have changed with effect from 16-17 onwards. Rather than reassessment taking place in the academic year for certain offences, Exam Boards must now offer reassessment for capped marks in failed modules where a student had been given a relevant penalty.
14	Ext Circs	YES where a form has been submitted No where nothing has been received. C/F showing in a previous year means they were carried forward by the exam board.		
15	June Notes for Board June Notes for Student	Info field only.	-	Any info for the attention of the board, will go into 'June Notes for Board'. Any info which is being given to students after the board for publication on the web, will go into the 'June notes for students' field.
16	Non-submissions	This field will show where a student has not submitted all the required work for a module. Eg 3/5 HR359 means they have not submitted 3 assignments.	For info only	
17	Module text	The previous year's module text will show on the grid for the previous stage. For the Sept Boards, the module text input after the June Boards will be shown in the current stage.	-	You may find this information helpful in cases where students are undertaking reassessment out of residence and you want to see whether they were given any special instructions about the assessment.
18	Prize field	Prizes awarded will display on the grids for previous years.	-	-

19	Stage Mark	shows the overall mark for the stage.		
19a	Non-cap stage mark	shows the mark before capping applied		this mark is useful when considering whether Stage 1 students on a 4-year degree have met the required stage mark to remain on the course.
20	Attempts	shows how many opportunities a student has been given to take the assessment for a module. This field only shows if a student is undertaking reassessment.	RPS is not programmed to take into account how many opportunities a student has had. Therefore if a student fails a module and this was their 3 rd attempt they cannot be offered further reassessment in the module.	It shows the total number of resit opportunities – excluding any reassessment that was counted as a first sit. Boards can use this information to make a decision on whether further attempts can be offered.
21	Exam Incident and ID of incident.	shows where there is an exam incident for a particular module. The secretary will have a list of exam incidents which contain full details. The only incidents displayed on grids relate to: <ul style="list-style-type: none"> • issues for an individual candidate (eg ill-health) • serious issues relating to an exam (eg major disruption/evacuation) • mistakes on the exam paper 		the pre-board will make recommendations relating to action for exam incidents about the exam paper or disruption in the exam. the student is expected to submit an extenuating circumstances form if they wish to report on illness during the exam, but this might be used as supporting evidence.
22	Year credits awarded	RPS calculates the year credits awarded according to the credits passed at component level, taking into account any variations.	-	If it is not showing the full number of credits for the stage and the student appears to have passed all components, please check whether the student has failed a variation for the course which might requiring a pass in the c/wk and/or exam as well as the overall module aggregate.

23	Proposed Outcomes	<p>RPS will predict the proposed outcome based on the rules and any variations.</p> <p>The proposed outcomes are:</p> <p>PASS RESIT REPEATYR WITHDRAW</p> <p>PASSB = (Stage 1 Pass with Distinction and on Dean's List) PASSL = (Stage 2 Pass and on Dean's List) PASSDIST (Pass with Distinction – Preliminary Stage only)</p> <p>For Final Stage students it means that the student has not met the requirements to obtain an honours degree.</p> <p>For Resit Boards, the following additional outcomes would appear:</p> <p>PASSFCA PASSWFC PASS15 PASS30</p>	<p>It doesn't take the following into account:</p> <ul style="list-style-type: none"> a) The number of attempts the student has had at the assessment; b) Whether the student can complete his/her studies within the maximum period for the course. c) Whether a student who must withdraw is eligible for an exit award. 	<p>The Exam Board may need to change the overall outcome depending on the student's individual circumstances.</p> <p>The main 'Guidance to UG Exam Boards' gives more information about how to handle difficult cases.</p>
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24	<p>Outcome</p> <p>Field seen in the grid for previous years' marks.</p>	<p>This shows what the overall outcome was at the end of the year after the June and, where relevant, September exam boards. Where the student was offered a choice of outcomes, it gives the one the student chose.</p> <p>The most common codes translate as follows:</p> <p>SUCC = Successful, passed everything. SUCX = could proceed to the next stage carrying failed credits RPCR = must retake failed modules by part-time study WTYR = must repeat the year WTYC = must repeat year subject to med cert WTEX = must undertake reassessment without attendance ALTP = must change course</p> <p><i>(see RPS web page for complete list of codes)</i></p>	<p>This is only for display.</p>	
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Additional Information for Final Year UG Grids

Note	Info on Grid	What does RPS do?	What doesn't RPS do?	Your Action
25	Credits awarded on programme	<p>RPS shows the sum of the credits awarded each year for information.</p> <p>Students cannot fail more than 30 non-core credits over the whole course. RPS will propose reassessment if this is the case.</p>	-	If a student has not achieved the number of credits you expect, check that the year totals match what they have passed on the grids – taking into account any variations.
26	'At level'	<p>RPS counts the credits at the various NQF levels achieved over the whole course.</p> <p>Additionally, for Final Years RPS is checking that they have passed 90 level 6 component credits. If they have not met this requirement, RPS will propose reassessment.</p>	On some HCS/SS courses students are given permission to take level 6 credits in Stage Two but this would have been recorded as level 5 credit in the credit count.	If students have met all other requirements but appear not to have met the requirement to pass 90 level 6 credits, check the level of the <i>modules</i> they have taken. If they have in fact taken and passed sufficient level 6 modules to be awarded a degree (in either Stage Two or the Final Year) the Board can impose an overall degree classification result.
27	Class of Credits	<p>Most outcomes are self-explanatory.</p> <p>'FAIL WITH CREDITS' means that the student has been given a penalty for an academic offence whereby they resubmit the work for credit purposes only and a zero is awarded for the work or the module. The mark including the zero is used to calculate the stage and degree mark. The component counts as a fail in the 'dominant quality' method of calculating the degree result, hence why it is described as a 'Fail with credits'.</p>	-	-

28	Weightings	<p>This shows the weightings of the stages which count to the degree classification.</p> <p>If the student is on a 4-yr course which includes a year abroad the weightings will normally include the year abroad. However, if the inclusion of the year abroad mark would lower the degree result the year is excluded and the weightings would show 40:60 which is the standard weighting for 3-yr courses.</p>		
29	<p>Proposed Result</p> <p>(this means the degree classification)</p>	<p>NB – FOR FINAL YEARS ON 4-YEAR COURSESWITH A YEAR ABROAD</p> <p>Senate agreed that the year abroad marks can be excluded in the degree classification if they have the effect of lowering the classification. RPS has been reprogrammed to take this into account. Where the classification is higher under the 3-yr rules the model will be displayed as 3yr and the degree mark changed to match the 40:60 weighting.</p> <p>RPS will also run all the marks through the new degree classification ROA which have just been introduced for students entering the Uni from 12/13. It will present the higher of the outcomes.</p>		<ul style="list-style-type: none"> • Check the result matches the profile. • In cases where a final year student can graduate but has failed a module, the Board must also offer the student to graduate and return for a voluntary reassessment attempt this summer.

Appendix A – note 4

Models used in 4-year courses

This table shows the volume of credit allocated to the placement and associated weighting of the placement year, which differentiates the five models

MODEL	VOLUME OF CREDIT ALLOCATED TO THE PLACEMENT, MARKED AS PASS/FAIL	MODULES WHICH RECEIVE A MARK	WEIGHTING OF YEARS (2-3-4)
(1) Work-experience or placement year⁹	120	0 modules	40%-0%-60%
(2) Year abroad (Normally as part of a language-related degree)	30	3 modules of 30 marked credits in addition to the placement	30%-20%-50%
(3) Year abroad (Normally on a degree which is not language-related)	60	2 modules of 30 marked credits in addition to the placement	30%-20%-50%
(4) Four years studied at Essex	0	The number of 30-credit or 15-credit modules that the course has in conformity with the Rules of Assessment	30%-30%-40%

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