

ADVICE FOR CHAIRS AND SECRETARIES OF PGT INTERIM AND FINAL EXAM BOARDS

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Assessment Team, October 2016

PGT Exam Boards

The purpose of this document

This document aims to provide guidance to Interim and Final Exam Boards on the following (any new information is highlighted in yellow):

- the issues to consider when reviewing a grid
- the issues to consider to consider when reviewing a grid for a PGT student from the previous cohort who is undertaking reassessment this year.
- the action which the secretary needs to take after the meeting on the Result Processing System (RPS)

1) What is the role of the Interim and Final Exam Boards?*

In a nutshell, the **Interim Board** has the following duties:

- ratifying the marks for the taught element
- considering extenuating circumstances
- confirming that the student is still on track for a Masters award and can therefore proceed with the dissertation
- identifying any students who are no longer on track for a Masters award, but could proceed with the dissertation in order to use the credits for a PG Diploma
- identifying where reassessment is required for a Masters award, a PG Diploma or a PG Certificate and when this will take place
- confirming exit awards for students who cannot proceed
- confirming where a student has failed and is not eligible for an exit award and so must withdraw

In cases where students from the previous year's cohort have undertaken reassessment in taught modules or the dissertation, the Interim Board will also act as a Final Board to confirm whether they are eligible for an award.

The **Final Board** has the following additional duties:

- confirming the marks for the dissertation
- deciding on a student's eligibility for a Masters award (with a distinction or merit as appropriate) or an exit award
- confirming whether the student can have a resubmission if they have failed the dissertation, and confirming the deadline for the resubmission
- considering the marks for any reassessment which has taken place across the summer
- confirming the details of the reassessment for those departments which hold reassessment after the Final Board.

** The Final Board for students on standalone 9-month Graduate or Postgraduate Diplomas/Certificates will be held at the end of the taught element (nb- the Board may be held at the same time as Interim Boards for 12 month Masters' programmes).*

2) What decisions can Interim and Final Exam Boards make?

Here is a list of all the decisions/outcomes which are possible from Interim and Final Boards, along with the relevant RPS and Student Records Database code.

Description of exam board's decision	Decision taken by Interim Board, Final Board or Both	Progress Outcome for Secretary to use on RPS. Where a choice is being offered, the overall outcome will be 'DECISION' and the appropriate outcomes will then be chosen in the list.	For Info only - Code used on Student Record Database after backload. (This is the code displayed on the web)
a) Interim Bd Outcomes for students who can proceed without reassessment			
Passed sufficient credits in taught modules, so can proceed with work on the dissertation. No reassessment is required.	Interim	PROCEED	WDIS
Passed sufficient credits in taught modules so can proceed to the next year of study (for students on the first year of a part-time Masters programme). No reassessment is required.	Interim - PART-TIME	PROCNEXT	SUCC
Proceed to the 2 nd year of study for integrated PHd/php students. No reassessment is required.	Interim	PROCEED	SUCC
Proceed with work on the dissertation. Failure in non-core modules can be condoned as marks are in 40-49 range and taught course average is at least 50%. (normally where max of 30 credits in range)	Interim	PROCOND	WDCO
For students in stage 1 of a p/t masters course who are only permitted to proceed to stage 2 to be considered for the award of a PG Dip or PGCert. This decision is likely to be taken by a virtual interim bd which takes place to consider summer reassessment	Virtual Interim Bd PART-TIME (In sept after reassessment)	PROC2DIP	SUDC

b) Interim Bd Outcomes for students who must undertake reassessment			
Proceed with work on the dissertation. Must undertake some compulsory reassessment but failure in non-core modules can be condoned as marks are in 40-49 range and taught course average is at least 50%.	Interim	REASCOND	WRCO
Can continue with work on the dissertation but has 40 credits in the condonable range. On track for masters but would not get PG Dip if the dissertation was failed. Select as a Decision outcome with RESIT to offer voluntary reassessment in 20 credits across summer.	Interim	PROCONM	WDCM
Where a student is offered a choice of PROCONM (see above) or voluntary reassessment.	Interim	RESIT	WRST
Can continue with work on the dissertation but must undertake reassessment across the summer/in September for the Masters. <i>This outcome will only be used where coursework reassessment is taking place across the summer or resits are taking place in Sept (i.e prior to the final board)</i>	Interim	RESDISS	WRDR
Must undertake reassessment next year and cannot continue with work on the dissertation until the reassessment has been passed. <i>This outcome will only be used by departments (eg the Dept of Mathematical Sciences) which have specified in their variation to the PG rules that students cannot proceed unless they have passed a named core course at the first attempt.</i>	Interim	RESITSU	WTEG
Part-time student who must undertake reassessment in Sept before proceeding to Stage 2	Interim PART-TIME	RESITSEP	WRSP
Must undertake reassessment for a PG Certificate in Sept and cannot proceed with work on the dissertation.	Interim	RACERSEP	REAC
Must undertake reassessment for a PG Certificate in April/May/June and cannot proceed with work on the dissertation.	Final	RACERTSU	REAF
Must undertake reassessment for a PG Certificate in winter and cannot proceed with work on the dissertation.	Interim	RACERJA	REAJ
Reassessment required in Sept for students who are on standalone Graduate Certificates or Graduate Diplomas	Interim	RAGCEDIP	READ
Reassessment required in following summer for students who are on standalone Graduate Certificates or Graduate Diplomas	Interim	RACERDPS	REAG

<p>Can continue with work on the dissertation but will need to undertake reassessment (after the final board) for the Masters.</p> <p><i>This outcome will be used where all forms of reassessment will be taking place across after the final board meets (e.g resits exams taking place in the following January or May/June.)</i></p>	Interim	<p>PROCRAAM</p> <p>(not likely to be used)</p>	WDRS
<p>Can continue with work on the dissertation but must undertake reassessment (after the final board) for the Masters and the PG Diploma.</p> <p><i>This outcome will be used where all forms of reassessment will be taking place across after the final board meets (e.g resits exams taking place in the following January or May/June.)</i></p>	Interim	<p>PROCRAAMD</p> <p>(not likely to be used)</p>	WDRS
<p>Can continue with work on the dissertation but <i>may</i> need to be reassessed for the PG Diploma if the dissertation is failed.</p> <p><i>This outcome will be used where all forms of reassessment will be taking place across after the final board meets (e.g resits exams taking place in the following January or May/June.)</i></p>	Interim	<p>PROCRAAD</p> <p>(not likely to be used)</p>	WDRD
<p>a) For students on stage 1 of a 24 month p/t masters course who must take compulsory reassessment the following year alongside their stage 2 work.</p> <p>b) For Students on Php programmes who are permitted to proceed to stage two but have resits to do the following May/June alongside their stage two exams.</p>	Interim PART-TIME	TRAIL	SUCT
For East 15 Students who must repeat the year.	Interim	REPE15	WTYE

C) Final Board Outcomes for students who have passed			
Awarded a Masters degree	Final	PASS	SUCC
Awarded a Masters degree with Distinction or Merit	Final	PASSDIST or PASSMRT	SUCD OR SUCM
Awarded a Postgraduate Diploma (for students studying on a standalone Postgraduate Diploma programme, i.e. not an exit award)	Final*	PASS	SUCC
Awarded a Postgraduate Diploma (for students studying on a standalone Postgraduate Diploma programme, i.e. not an exit award) with Distinction or Merit.		PASSDIST or PASSMRT	SUCD OR SUCM
Awarded a Postgraduate Certificate (for students studying on a standalone Postgraduate Certificate programme, i.e. not an exit award).	Final *	PASS	SUCC
Awarded a Postgraduate Certificate (for students studying on a standalone Postgraduate Certificate programme, i.e. not an exit award) with Distinction or Merit.	Final *	PASSDIST or PASSMRT	SUCD OR SUCM
Awarded a Graduate Diploma (for students studying on a standalone Graduate Diploma programme only, i.e. not an exit award).	Final *	PASS	SUCC
Awarded a Graduate Certificate (for students studying on a standalone Graduate Certificate programme only, i.e. not an exit award).	Final *	PASS	SUCC
D) Final Board Outcomes for students who must undertake reassessment or resubmit the Dissertation			
Has passed Dissertation but is required to undertake reassessment for Masters.	Final	RESSU – if resits held in summer term and/or coursework to be submitted in Spring/Summer RESJA – if resits held in January and/or coursework to be submitted by end of January.	WRSU WRJA
Has failed Dissertation and must resubmit the Dissertation within two months to be considered for a Masters' award–no other reassessment.	Final	RESUBDIS	RESB
Has failed Dissertation and must resubmit the Dissertation within two months to be considered for a Masters' award – but reassessment is also required in other modules.	Final	RESUBDSU– if resits held in summer term and/or coursework to be submitted in Spring/Summer. RESUBDJA– if resits held in January and/or coursework to be submitted by end of January.	RESU REJA
Student using Dissertation credits for a PG Dip. Has failed Dissertation and must resubmit it within two months to be considered for a PG Diploma only – no other reassessment is required.	Final	RESUBDIP	RESD
Has failed Dissertation (and cannot resubmit it) <i>and</i> is still required to undertake reassessment for PG Diploma.	Final	RADIPSU – if reassessment in summer REASJADP – if reassessment in January	REAP RJAD
Has failed Dissertation (and cannot resubmit it) <i>and</i> is still required to	If later	RADIPSEP	REAS

undertake reassessment for PG Diploma in September.	considered by Interim		
E) Interim or Final Outcomes for students who are eligible for an exit award or who are required to withdraw			
EBS Integrated Phd student who is being recommended as eligible for the masters award but cannot proceed to the Phd (NB this result is for internal use and will not show on the web)	Final	NOPHDMA	OTHM
Proceed with the Dissertation in order to use the Dissertation credits to be considered for a PG Diploma only.	Interim only	PROCDIP	WTDP
Awarded a PG Diploma as an exit award (and must also be told they cannot proceed with work on the dissertation if the decision is taken by the Interim Board).	Both	PGDIPL	OTHD
Awarded a PG Certificate as an exit award (and must also be told they cannot proceed with work on the dissertation if the decision is taken by the Interim Board).	Both	PGCERTIF	OTHC
Awarded a Graduate Certificate as an exit award from a Graduate Diploma programme	Final*	GCERT	OTGC
Failed and must withdraw.	Both	FAIL	FAIL

F) Other Outcomes for use by Interim or Final Board.			
If the board is unable to reach a decision about an individual student, then the outcome must be 'wait'.	Both	WAIT	WAIT
If an allegation of an academic offence is under investigation, the Board cannot make a decision about the results.	Both	WAITAO	WTAO
Where students have been given an extension to submit the dissertation, but there hasn't been time to remove them from RPS.	Final	EXTN	EXTN

* The Final Board for students on standalone 9-month Graduate or Postgraduate Diplomas/Certificates will be held at the end of the taught element (nb- the Board may be held at the same time as Interim Boards for 12 month Masters' programmes).

3 Why might students need to be reassessed?

You must provide a reassessment opportunity for every module (unless you had a variation approved prior to the start of the academic year for a particular module, and this has been publicised to students).

Reassessment will typically be required if the student has:

- a) a mark below 50 in a core module.
- b) a mark below 40 in a non-core module.
- c) more than 40 credits' worth of marks in the condonable range (for a masters degree).
- d) more than 30 credits' worth of marks in the condonable range (for a PG Diploma).
- e) an overall weighted average for all taught courses of less than 50, meaning that marks of 40 cannot be condoned.

Students can only be reassessed in up to **a maximum of 60 credits'** worth of modules. Remember that students must still pass 60 credits at the first attempt in order to proceed with their Masters award or PG Diploma. You need to pay particular attention on programmes which allow students to take a mixture of 15/30/20/40 credit modules as certain combinations of fails may exceed the limit.

In some cases the reassessment will be required for both the Masters and the PG Diploma. In other cases it might only be required for the PG Diploma if the student fails the dissertation. Students who have done very poorly might need to undertake reassessment in order to qualify for a PG Certificate.

4 Academic Offences

If there is an allegation of an academic offence it must be investigated in accordance with the Academic Offences procedures. The Exam Board cannot make a decision about the student's results until the outcome of the offence is known and new marks are available. Cases must be flagged as WAITAO until the Board can be reconvened.

Being given a penalty for an academic offence whereby the work has to be resubmitted does not count as a second attempt in terms of the Rules of Assessment. This means students can be offered reassessment by the Exam Board if they fail the module. It also means that students are not barred from achieving a merit or distinction. The affected module does not towards the volume of credits in which students can be reassessed.

5 How does the timing of reassessment affect decision-making?

All departments now hold their resit exams in September and set deadlines for coursework across the summer.

When making decisions about the timing or nature of reassessment, you will need to check with the relevant departments in the case of outside options.

Unless you have an approved variation (eg for one particular module taken as part of programmes in the Dept of Mathematical Sciences), the interim board cannot require a student to undertake and pass reassessment in the following academic year before being allowed to proceed to the Dissertation.

The Interim Board must make definite decisions about what must be reassessed. The students will need to be informed accordingly. The department must also explain the purpose of the reassessment. For example, is it required for the Masters/PG Dip or just as a precaution for the PG Dip should the dissertation be failed?

Students who have 30 credits' worth of modules in the condonable range (and an overall taught course average of 50)

The student will still be on track for the masters' award without needing reassessment. Even if they fail the dissertation they will still be eligible for a PG Diploma. Therefore the Board would not offer reassessment as this could cause more problems for the student if they were to do badly in the reassessment and get a mark below 40. This is because the second mark counts even if it is lower, and students can only have two attempts at the assessment for a module. It is open to a student to request permission to be reassessed if they need to achieve passes for funding reasons, for example, but they will be warned about the possible negative consequences.

Students who have 40 credits' worth of modules in the condonable range (and an overall taught course average of 50)

If the student is on a course with a 60 credit dissertation they will still be on track for the masters' award without needing reassessment *if* they pass the dissertation. However, if they fail the 60-credit dissertation then they will need to be reassessed in at least one module because only a maximum of 30 credits can be condoned for a PG Diploma.

The Board can offer the opportunity to undertake reassessment as a precautionary measure in case the dissertation is failed. If the student wishes to proceed without taking reassessment across the summer, they can still be offered reassessment by the Final Board if they fail the dissertation. However, any exams would not take place until the following year.

6 Can students have marks in the 40+ range condoned if they haven't achieved an overall weighted taught course average mark of 50?

No. They must undertake some reassessment in order to raise their taught course average mark. A student may have a profile of marks whereby they have no marks below 40 in which reassessment is definitely required, but have up to 40 credits in the 40+ condonable range. Reassessment will therefore be required in modules which are in this condonable range to enable the student to raise their taught course average. The department must warn the student that s/he would need to do well enough to raise the overall mark, as simply passing the module may not be good enough.

Following the reassessment the taught course average mark will be recalculated to include marks for reassessment. Although the marks for reassessment will be capped at 50, the uncapped mark can be used to recalculate the overall weighted average.

The progression rules have been programmed on the assumption that students need to attain 50 in their overall weighted average at the first attempt. Students who haven't achieved this mark at the first attempt will therefore be flagged as 'DISCUSS' by the RPS system .

7 Can students choose the modules in which they want to be reassessed?

In some cases students may have failed three 15-credit modules in the condonable range, and need reassessment in one module to enable the other credits to be condoned as the limit is 40 credits. The student can be given the choice of module in which to be reassessed.

The Board should only offer the minimum amount of reassessment as we do not want students to jeopardise their position by taking more than they actually need. The Board should warn them that the mark for the second attempt will count even where it is lower than the original mark, and students are only permitted one attempt at the reassessment.

Interim Board Deadlines

If reassessment is due to take place across the summer for any of the modules in question (including outside options), you must ask the student make their choice on the web results page by 20 July. After this date it will be too late to make a choice.

If the reassessment won't take place until after the final board, there is no need for the student to make a final choice now, but some departments have indicated that they would like students to make their provisional choices across the summer.

Final Board Deadlines

If reassessment is due to take place after the final board any of the modules in question (including outside options), you must ask the student make their choice on the web results page by 14 February 2017 for reassessment and 14 December 2016 if they are only resubmitting the dissertation. After these dates it will be too late to make a choice online, and, in the case of January exams it may be too late to be entered for the assessment.

8 How the rules have been interpreted on the Result Processing System (RPS)

Progression rules for use by the Interim Exam Boards have been programmed into the RPS to allow predicted outcomes to be printed on the grids. This is to help Boards interpret the overall profile of marks. The progression rules act differently depending on the size of the dissertation, so not every predicted outcome will appear on the grids for each department.

The grids only show the modules that are 'Core' for the Masters' schemes. They do not show 'Core' modules for the PG Diploma or PG Certificate in the column towards the right of the grid. The Secretary to the Exam Board will need to have this information available at the meeting.

We would urge all departments to check the outcomes very carefully and alert us to anything that appears unusual or looks like it might be wrong. Don't just assume it must be OK because no-one else seems to have said anything!

RPS has been programmed to take into account where a department has an approved variation to the PGT rules of assessment. However, departments are asked to check carefully that the predicted outcomes do indeed reflect the variation as the variation sometimes relates to information that is not held on RPS (e.g. where students have to complete placement hours). In some cases the nature of the variation affects the reassessment opportunity, so exam boards need to take this into account before reaching a final decision.

9 Students on Part-time Courses

At the end of Stage 1 (or stage 2 of the 36 month MBA course) if a student needs reassessment across the summer you will need to ensure that the department convenes a virtual exam board before the start of the next academic year. Assessment Team will need to be informed of the outcome as soon as possible so we can set up the correct registration record so the student can register for the next stage of the course. Normally the code RESIT will be used for compulsory reassessment, but please contact The Assessment Team for advice if you have any unusual cases.

INFORMATION RELEVANT TO INTERIM BOARDS

10 Interim Boards - List of RPS Predicted Outcomes and Description of the Required Action by the Interim Board and the Secretary

The Result Processing System has been programmed to predict outcomes for consideration by the interim boards. Here is a description of what each outcome means, and what action the board should take.

a) Predicted outcome on grid = **PROCEED**

This means that the student has passed sufficient credits to be able to continue with his/her dissertation. If the student subsequently passes the dissertation then s/he will be eligible for a masters degree.

Things to consider at the interim exam board meeting	Does the student have extenuating circumstances? If so, is any action required?
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Actions for Secretary

Post-board assessment code used on RPS	<ul style="list-style-type: none"> a) If the student has passed all modules – leave as PROCEED b) If the student has failed a maximum of 30 non-core credits with marks in the 40-49 range and has a taught course average of 50%, you must change the outcome to PROCCOND. This outcome will display a message on the web results page to explain that the mark has been condoned. c) If the student is on a course with a dissertation worth 40, 80 or 90 credits and has failed a maximum of 40 non-core credits with marks in the 40-49 range and has a taught course average of 50%, you must change the outcome to PROCCOND. This outcome will display a message on the web results page to explain that the mark has been condoned.
Wording for the 'Notes for Student' field	None required
Should modules be flagged for reassessment?	no
Is an explanatory letter required?	no

b) Predicted outcome on grid = PROCRAD (for students on courses with a 60 credit dissertation only)

This means that the student has passed sufficient credits to be able to continue with his/her dissertation. If the student subsequently passes the dissertation then s/he will be eligible for a masters degree. Although the student has failed up to 40 credits' worth of non-core modules in the 40+ condonable range, reassessment is not required for the masters because the fail(s) can be condoned as long as the student has 50 for the overall weighted taught course average.

However, if the student is taking a 60 credit dissertation and subsequently fails it, the student may not be eligible for the PG Diploma because only 30 credits' worth of non-core fails can be condoned. Reassessment will therefore be required for the PG Diploma.

<p>Things to consider at the interim exam board meeting</p>	<ul style="list-style-type: none"> • Does the student have extenuating circumstances? If so, is any action required? • What reassessment would be required for the PG Diploma if the student failed the dissertation? • When is your department holding reassessment? NB – if the student has failed a module outside your department you need to contact the relevant department to check the timing of the reassessment.
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Actions for Secretary

	<p>Where the resits and/or coursework resubmission attempts will take place across the summer</p>
<p>Post-interim board assessment code used on RPS</p>	<p>DECISION PROCONM RESIT</p>
<p>Wording for the 'Notes for Student' field</p>	<p>-</p>
<p>Should modules be flagged for reassessment on the Reassessment Screen?</p>	<p>Yes. They need to be flagged as voluntary as the student does not have to take them in order to be on track for the masters award.</p>
<p>What if the student been given a choice of modules in which to be reassessed?</p>	<ul style="list-style-type: none"> • You must flag the relevant modules as <i>voluntary</i> on the Reassessment Screen (not compulsory choice as they don't have to do them). • They should only take one module so you must specify how many modules they must take in the 'Notes for Student' field. See section 11 for examples of wording. <p>The student must indicate his/her choice on the web by 20 July. After this date it will be too late to enter for voluntary reassessment.</p>
<p>Is an explanatory letter required?</p>	<p>Yes – you need to let the student know about the form of reassessment and the deadline for submitting any coursework. You need to inform the student that the reassessment is a precaution in case they fail the dissertation, as without the reassessment they would not be eligible for a PG Diploma. The reassessment is not required for the Masters.</p>

c) Predicted outcome on grid = PROCRAM or PROCRAMD

This means that the student has passed sufficient modules to be able to continue with his/her dissertation. However, reassessment will be required in order to qualify for the masters or masters/PG Diploma.

Things to consider at the interim exam board meeting	<ul style="list-style-type: none"> • Does the student have extenuating circumstances? If so, is any action required? • What reassessment will be required? • When is your department holding reassessment? NB – if the student has failed a module outside your department you need to contact the relevant department to check the timing of the reassessment.
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Actions for Secretary

	Where the resits and/or coursework resubmission attempts for <u>any</u> of the modules will take place across the summer
Post-interim board assessment code used on RPS	<p>RESDISS – if all the reassessment is compulsory</p> <p>REASCOND – if some reassessment is compulsory but some of the non-core modules are in the 40-49 range and can be condoned</p> <p>RESIT – if the student is in stage 1 of a part-time course</p>
Wording for the ‘Notes for Student’ field	If compulsory reassessment is due to take place across summer then no text is required. Text is only required if some reassessment will take place after the Final Board. See section 12.
Should modules be flagged for reassessment?	Yes- but only flag those modules where reassessment is to take place over the summer.
What if the student been given a choice of modules in which to be reassessed?	<ul style="list-style-type: none"> • You must flag the relevant modules on the Reassessment Screen. • You must input a minimum and maximum number of credits for reassessment in the ‘min/max reassessed credits’ field on the Additional Information screen. <p>The student must indicate his/her choice on the web by 20 July. After this date it will be too late to enter for reassessment.</p>
Is an explanatory letter required?	<p>Yes – you need to let the student know about the form of reassessment and the deadline for submitting any coursework.</p> <p>You need to inform the student that the reassessment is required for the Masters.</p>

d) Predicted outcome on grid = DISCUSS

Things to consider at the interim exam board meeting	<ul style="list-style-type: none">• Does the student have extenuating circumstances? If so, is any action required?• What is the reason for the student being flagged as 'Discuss' (see the reasons given below).• What is the appropriate outcome?• What, if any, reassessment is required/recommended?• When is your department holding reassessment? NB – if the student has failed a module outside your department you need to contact the relevant department to check the timing of the reassessment.
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'DISCUSS' covers a number of scenarios and could mean:

- i) that the student has not passed sufficient credits to be awarded anything and cannot retrieve the position through reassessment. The student therefore cannot continue with his/her dissertation. The assessment code result should be changed to **FAIL**.
- ii) that the student has not passed 60 credits at a first attempt, which is a requirement for both the Masters and the PG Diploma. The student therefore cannot continue with his/her dissertation. The student has passed 15 credits at the first attempt, but has not currently passed sufficient credits to be awarded a PG Certificate either (or has failed a 'Core' module for the PG Certificate). Nevertheless the student should be permitted reassessment (in up to 60 credits) in order to qualify for a PG Certificate. Therefore the assessment code result should be changed to **RACERSEP, RACERTSU OR RACERJA** depending on the timing of the reassessment.
- iii) that the student has not passed 60 credits at a first attempt, which is a requirement for both the Masters and the PG Diploma. The student therefore cannot continue with his/her dissertation. The award of a PG Certificate could be appropriate as long as the student has met the published criteria for a PG Cert and passed all modules that are 'Core' for the PG Cert. The assessment code result should be changed to **PGCERTIF**.
- iv) that the student has failed more than 60 credits worth of non-condonable modules (there is a limit of 60 credits on the number of credits that can be reassessed for either the Masters or the PG Diploma). The award of a PG Certificate would therefore be appropriate as long as the student met the published criteria for a PG Cert and has passed all modules that are 'Core' for the PG Cert. The assessment code result should be changed to **PGCERTIF**.
- v) that the student has an overall weighted average for all the taught modules of below 50% but has no more than 40 credits in the 39.5-49.4% range (no more than 40 credits are condonable for the Masters and no more than 30 for the PG Diploma, if the student has achieved an overall average of 50%). With this profile, it may be possible to permit the student to proceed because the overall weighted average for the taught courses should be based on marks obtained *after* reassessment. The uncapped mark for the reassessment can then be used to recalculate the overall weighted average in order to see whether the student has obtained more than 50% and can therefore have marks in the condonable range condoned. The cap will then be applied. However, the department would need to warn the student that s/he must achieve high enough marks in his/her reassessment to raise the overall taught course mark to 50%. The assessment code result should be changed to **RESDISS** as appropriate (see above for details below about the other actions that the secretary needs to take).
- vi) where a student has passed 60 credits at the first attempt, but has exceeded the limit for reassessment and can only use the dissertation credits for a PG Diploma, the student should be given the choice of proceeding for the Diploma only or leaving with the PG Cert as an exit award. The assessment code should be changed to **DECISION and choose PROCDIP and the PGCertif**. In some cases the Board may decide to offer a max of 60 credits' worth of reassessment for the PG Diploma as an alternative to undertaking the dissertation. In this case you should also add the outcome RESIT to the list of outcomes and flag the relevant modules for reassessment. You will need to add a note to make it clear that the reassessment is for a PG Dip only.

- vii) Where a student the student is being permitted to leave with an exit award or proceed to the dissertation for a PG Diploma only , but also needs compulsory reassessment the following outcomes should be used **DECISION and choose PGCertif and RESIT**: Please put a note in the 'Notes for Students' on the Additional Information page to say that the student can proceed for a PG Diploma only. The modules will need to be flagged on RPS.

Actions for Secretary for students in the 'Discuss' category

	Where the resits and/or coursework resubmission attempts for <u>any</u> of the courses will take place across the summer
Post-interim board assessment code used on RPS	See possible 'discuss' outcomes i-vi
Wording for the 'Notes for Student' field	None required unless there are any restrictions on combinations of modules
Should modules be flagged for reassessment?	Yes- but only flag those modules where reassessment is to take place over the summer.
If the student been given a choice of modules in which to be reassessed	<ul style="list-style-type: none"> • You must flag the relevant modules as compulsory choice on the Reassessment Screen. • You must input a maximum number of credits for reassessment in the 'max reassessed credits' field on the Additional Information screen. See section 11. <p>The student must indicate his/her choice on the web by 20 July. After this date it will be too late to enter for voluntary</p>
Is an explanatory letter required?	<p>Yes – you need to let the student know about the form of reassessment and the deadline for submitting any coursework.</p> <p>You also need to inform the student whether the reassessment is required for the Masters/PG Diploma/PG Cert.</p>

11 How to flag reassessment where the student has a choice of modules in which to be reassessed

- See separate instructions on how to update RPS

12 Checklist of issues relating to the consideration of results for students from the previous year's cohort who have undertaken reassessment/resubmitted the dissertation

- 1 Is the board only considering a resubmitted dissertation mark, or are there any marks for reassessment too?
- 2 If the student has undertaken reassessment the board needs to take the following into account:
 - Is the reassessment being capped or was it taken as a first attempt? Make sure the capping is applied where relevant.
 - What was the purpose of the reassessment?
 - to retrieve a mark below 50 in a Core module/to retrieve a mark below 40 in a Compulsory or Optional module;
 - to reduce the number of modules in 40+ range as only 40 credits' worth can be condoned for a Masters, and 30 for a PG Diploma?
 - Was the student required to achieve a high enough mark in the reassessment to raise the Taught Course Average Mark to 50%, so that marks above 40 in non-Core modules could be condoned (within the max limit for the award)? If so, remember that the uncapped mark can be used to calculate whether the student has attained 50 overall – but capping must be applied to the module afterwards.
- 3 Note where a student is undertaking reassessment, but the Interim Board had already decided that Dissertation credits must be used for the award of a PG Diploma only.
- 4 Are there any extenuating circumstances affecting the Dissertation, or ext circs being carried forward from the Interim Board or Final Board for consideration?
- 5 If the student has now passed the resubmitted Dissertation/reassessment, has s/he met the requirements for the Masters Award?
- 6 As students must obtain all credits at the first attempt, it is unlikely that the student will be eligible for a Distinction or a Merit unless their reassessment/extension was granted for extenuating circumstances.
- 7 If a student has failed the reassessment, please note that they cannot be given a further reassessment attempt unless they have extenuating circumstances or were undertaking reassessment as a first attempt. The Board will have to check their eligibility for a lesser award if they are not eligible for reassessment.
- 8 Please note that the Result Processing System can only take into account whether modules are Core for the Masters. The Board will need to check which modules are Core for the PG Diploma/PG Certificate.

INFORMATION RELEVANT TO FINAL BOARDS

13 Checklist of Issues for the Final Board to Consider

The grids will show a proposed outcome for the Final Board. The Result Processing System (RPS) is likely to propose a PG Dip or PG Cert where a student still requires reassessment in order to achieve a Masters award. The Board will need to look at the Interim Board's decision and the June Notes for Student Field (which are both shown on the grid) in order to confirm what reassessment is required. Please note that the outcome from the Interim Board is a snapshot of the decision that was input onto the Result Processing System after the Board. If the decision was subsequently changed as a result of an appeal, then this will not be shown. RPS has been programmed to take into account where a department has an approved variation to the PGT rules of assessment. However, departments are asked to check carefully that the predicted outcomes do indeed reflect the variation. In some cases the nature of the variation affects the reassessment opportunity, so exam boards need to take this into account before reaching a final decision. We would urge all departments to check the grids very carefully and alert us to anything that appears to be wrong.

a) Checklist For The Final Board

- 1 Is the board only considering the dissertation mark, or are there any marks for reassessment completed across the summer for consideration?
- 2 If the student has undertaken reassessment across the summer the board needs to take the following into account:
 - Is the reassessment being capped or was it taken as a first attempt?
 - What was the purpose of the reassessment?
 - to retrieve a mark below 50 in a Core module/to retrieve a mark below 40 in a Compulsory or Optional module;
 - to reduce the number of modules in 40+ range as only 40 credits' worth can be condoned for a Masters, and 30 for a PG Diploma?
 - Was the student required to achieve a high enough mark in the reassessment to raise the Taught Course Average Mark to 50%, so that marks above 40 in non-Core modules could be condoned (within the max limit for the award)? If so, remember that the uncapped mark can be used to calculate whether the student has attained 50 overall – but capping must be applied to the module afterwards.
- 3 Note where the Interim Board had decided that Dissertation credits must be used for the award of a PG Diploma only.
- 4 Are there any extenuating circumstances affecting the Dissertation, or ext circs being carried forward from the Interim Board for consideration?
- 5 If the student has passed the Dissertation, has s/he met the requirements for the Masters Award?
- 6 If the student has passed the Dissertation, has s/he met the requirements for a Masters Award with a Distinction or a Merit?
- 7 If the student has failed the Dissertation, can s/he be given a resubmission attempt? Here is the rule:
 - “4.2 Re-submission of Dissertations
 - (a) Re-submission of dissertations is only permitted in the following circumstances:
 - (i) Either substantiated extenuating circumstances accepted at the discretion of the Board of Examiners; or

(ii) Where the original mark awarded is at least 40 and the Board of Examiners judges that the work required does not include any additional experimental or practical work.”

A dissertation must normally be re-submitted within two months of the formal notification of permission to resubmit; in cases of extenuating circumstances, this may be extended to a maximum of twelve months.”

The Board must decide on the deadline for resubmission and the Exam Board Secretary will then update RPS to show the new deadline. When setting the date, bear in mind that there will be a time-lag before the result can be released to the student. Also bear in mind the timing of the Christmas vacation closure.

Please note if the student is resubmitting the dissertation for the PG Diploma only.

- 8 If the student has failed the Dissertation and the Board confirms that s/he cannot be given the opportunity to resubmit the Dissertation, does the student meet the requirements for a PG Dip/PG Cert without needing reassessment in taught modules? If the student is on a course with a 60 credit dissertation and was offered reassessment across the summer as a precaution against failing the dissertation, check the grid to see whether the student undertook it. If they did not, then the Board must offer reassessment in order to qualify for the PG Diploma.

Please note that the Result Processing System can only take into account whether modules are Core for the Masters. The Board will need to check which modules are Core for the PG Diploma/PG Certificate.

- 9 The Interim Board should already have indicated where a student was likely to need reassessment in taught modules in order to qualify for a Masters and/or a PG Diploma/PG Cert. The Board must check and confirm the following:
- a) why the reassessment is required (e.g because a Core module has been failed);
 - b) whether the reassessment is being undertaken for a Masters or only for a PG Dip/PG Cert;
 - c) what form the reassessment will take (eg submission of coursework or a resit of the exam);
 - d) when the reassessment will take place. The Department should set a precise deadline for submitting coursework, and state whether the exam will take place in May/June or January (in the case of some Biological Science exams).
 - e) whether the student is being given the choice of modules in which s/he can be reassessed. If so, the Department must advise the student about the implications of the choices on offer. The Board must be clear which modules are voluntary and which are compulsory.

When confirming the required reassessment, the Board needs to pay particular attention to programmes which allow students to take a mixture of 15/30/20/40 credit courses as certain combinations of fails will exceed the limit of 60 credits.

- 10 The Board **must** confirm whether the student would qualify for an exit award now, given that s/he may not wish to undertake additional reassessment.
- 11 Except in cases of extenuating circumstances, the Board should restrict its use of discretion to exceptional circumstances. These must be documented and reported in the Chair's report.
- 12 Does the Board have any prizes to award?
- 13 Does the Board have any Qualifiers to confirm? NB – some departments have a main generic degree course but permit students to graduate with a specialist qualifier after the title in brackets if they meet designated criteria. Eg., MA Humorous Studies (witty ditties).

b) Checklist for the Secretary

Before the FINAL Board:

- It you have any students who have already been granted extensions to submit their dissertation please ask Carla to remove them from RPS. In cases where a formal extension was granted by the Dean and processed by Assessment Team, but the student managed to submit and you have obtained a mark for the dissertation, you cannot just input the mark now or it will be going into the wrong year's record. Carla will need to amend the record first.
- If you have any students who had extensions but have now actually submitted and had their work marked in time for the board, please see the appendix on how to handle extensions.
- Please press the button to recalculate upper levels before printing your final version of the grid for the Board.
- Capping is only done at module level. However, in cases where the student did not achieve a taught course average of 50 at the first attempt, the uncapped marks can be used to see whether s/he has achieved it after reassessment.
- If you have any students who are being investigated for allegations of academic offences, you must impose an outcome of **WAITAO** as their result.

After the Final Board, the Secretary will need to take the following action:

- i) Where reassessment took place over the summer, you must ensure that all capping has been applied (unless the reassessment was a first sit). Capping is only applied to the module aggregate mark.
- ii) In all cases students are being given the option of either undertaking the required reassessment or leaving now with their exit award. You will then need to flag where reassessment is needed in modules or the dissertation. See separate handout for details of flagging reassessment.

a) Award of Prizes:

If a student is being awarded a prize you will need to flag this on RPS. By entering the details on RPS, the prize will be backloaded to the Student Record System so it can appear on the transcript and in Graduation publications.

You gain access to the prizes screen via the Additional Information Screen which is accessed via the Coursemark entry screen. Bring up the record for an individual student and go into the Year Marks/Progress Screen. You will see a button at the bottom marked 'Prizes/Distinction'. Click on the button and it takes you into the prizes screen. Click 'Add' and then choose the appropriate prize from the drop-down list. Press 'Save' and then exit. If the prize is not in the list, please contact Al Rowe in Systems Administration Office immediately. If the prize is one which is interdisciplinary, and may be offered across many departments it may be that it has only been added to the list for one department and it needs to be included in your list. When you print a Pass list the prize will show in the 'Stage Assessment' field.

b) Award of a Qualifier

Award the relevant qualifier which was confirmed by the Board.

Information Relevant to Interim and Final Boards

15 Use of Discretion

The Board must restrict its use of discretion to extenuating circumstances.

16 Signing of Grids/Pass Lists

To help things run more smoothly, a standard template can be used for the Chair and External Examiner (when present) to sign at the end of the meeting. This will be attached to the front of the grids. The Chair no longer needs to sign the Pass Lists. However, the Pass List must be signed by someone who has checked that the outcomes match the decisions taken by the Exam Board. This will normally be the Departmental Administrator, Graduate Director or another senior member of staff involved in the exam board process. The Pass Lists should not be signed by the person who has produced them and checked them alone.

17 Report to the dean by the chair of a taught postgraduate exam board

The Chair of the Taught Postgraduate Board of Examiners shall communicate formally to the Deputy Dean (Education) of the Faculty:

- a. that the Board of Examiners has met, including the date and time of the meeting;
- b. the names of those present, noting any special arrangement concerning External Examiners;
- c. details of any extenuating circumstances reported to the Board and the decisions made in each case;
- d. confirmation that the correct procedures have been followed;
- e. in exceptional circumstances where the Board of Examiners agrees to exercise its discretion, the reasons for doing so must be documented as part of the Examination Board report. The report should set out the reasons for exercising discretion and the reasons for the decision taken, and a copy of the report should be sent to the Assessment Team (*GSB.MM.121-123/06 – June 2006*).
- f. any matters arising from the Board of Examiners which the Chair, the Board of Examiners, or any individual member of the Board of Examiners, wishes to be drawn to the attention of the Dean. The Chair shall indicate if there are no such matters. In the event that matters of concern are communicated in this way, the Dean shall discuss them as appropriate and, where necessary, bring the matter to the attention of the Board of the Faculty. This provision does not replace the role of the External Examiner's Report, which will be considered in the normal way.

Departments should provide the Chair with a proforma for this purpose, see <http://www2.essex.ac.uk/academic/services/staff/grad/dean.doc>

18 Publication of Results

Students will be able to get their results via the web. You will need to liaise with Assessment Team over the timing of when the results will be published. Once Assessment Team has backloaded the results students will automatically receive an email to inform them, cc to the department.

After the FINAL Board, the students are no longer registered with us. If you need to contact the cohort you will need to do the following:

- 1) Go into Student Detailed Information

- 2) Retrieve a Module that all your students took ie EC981 dissertation
- 3) Change the Year to 15/16
- 4) Click Retrieve
- 5) Click Text File
- 6) Take off all the "Exclude" ticks
- 7) Pick LoginID
- 8) Click OK
- 9) Highlight the student LoginID's on the spreadsheet
- 10) Copy
- 11) Open a blank e-mail or the e-mail you have written to send to the students
- 12) Paste into the BCC box. If you can't see the BCC box click View, then Bcc field

You can then type or send your e-mail. Note this may not catch all your students, for instance if you have stand alone Diplomas students you will need to search for a module or pick them on the Students by Programme screen then following from point 2 above.

19 Outcome Letters

You will need to write to students in the following categories:

- Letters to students who must undertake some form of reassessment for the masters or a lesser award;
- Letters to students who can only use the dissertation for a PG Diploma;
- Letters to students who fail their dissertation and are offered the chance to resubmit it;
- Letters to students who fail their dissertation and are offered the chance to resubmit it, but who also need to undertake reassessment in taught modules.

See separate instructions on how to run the template outcome letters which will be created automatically on backload.

Please note that The Assessment Team is responsible for sending complete fail letters. **We will no longer be sending out award letters unless a student specifically requests one. Students will be sent their degree certificate and transcript within 4 weeks of the results being published.**

20 Web Link for PGT Rules of Assessment

<http://www.essex.ac.uk/students/exams-and-coursework/ppg/pgt/assess-rules.aspx>

21 More information about assessment policies

Further information about PGT assessment and marking policies can be found at:

http://www2.essex.ac.uk/academic/offices/registry/rps/Training_PG.htm

The Role of the External Examiner

The University divides the role of External Examiners into two parts – their role in relation to **modules** and their role in respect of **awards**.

It is anticipated that, normally, an Award External Examiner will also be the Module External Examiner for at least some of the core modules that contribute to the award(s) they are assigned to.

No module or award should have more than one External assigned to it without specific approval from the Dean.

An External Examiner can be assigned to more than one module and more than one award.

Duties of the External

Most activity undertaken by Externals takes place in relation to modules. Except in very rare circumstances, all External Examiners will have responsibility for several modules and are expected to undertake the following duties in this regard:

- Approving draft examination papers;
- Monitoring coursework assignments, projects and dissertations (where these contribute to the overall mark for the module);
- Considering whether there is undue overlap between coursework and examination questions and notifying the department if internal processes to prevent overlap appear to have failed;
- Scrutinise model/sample answers where these exist;
- Moderating marking standards via a sampling process (see Policy document on Roles and Responsibilities of External Examiners for details of expected sampling process). N.B. this applies to all taught awards, and covers PGT dissertations.

If the External believes a mark or set of marks are out of line then they must raise this with the department. The department should investigate the matter and discuss with the External whether re-marking or scaling would be the most appropriate approach in order to avoid the possibility of inequity for the cohort. The External may not alter the marks of an individual student and the final decision about the mark must be made by the department. If in doubt regarding the best course of action the department should contact the appropriate Dean.

Where the External is also appointed as an Award External, they are additionally expected to:

- Attend examination boards as required and consider whether these operate in a fair and consistent manner;
- Judge the overall standards of student performance by considering the classification profile of the cohort and its comparability with achievement at other higher education institutions with which the External Examiner is familiar;
- Comment, from the evidence available to them, on the appropriateness of the curriculum and the overarching learning, teaching and assessment strategy for the awards for which the External Examiner is responsible and the extent to which they enable students to achieve the learning outcomes set.

Z:assessment team/exam boards 2016/guidance/pgt/handbook for pgt boards oct 16