



# **UNIVERSAL CONVENTIONS AND PROCEDURES**

## **Academic Year 2023/24**

### **Marking Scales for Undergraduate [UG] and Postgraduate Taught [PGT] Programmes**

#### **1 Status of the Conventions**

The Conventions are reviewed annually and apply for the academic year 2023/24.

The conventions apply to all coursework assessment components and to examinations for new block registrations in 2023/24. Coursework components and examinations which are genuinely marked on a percentage scale are exempt from the marking scale.

#### **2 Standard Undergraduate Marking Scales excluding Masters level of Integrated Masters awards**

##### **2.1 The University's Marking Scale for Work that has Passed**

| <b>Standard Grade</b> | <b>Standard Mark</b> | <b>Interpretation</b>         |
|-----------------------|----------------------|-------------------------------|
| A++                   | 92                   | 1 <sup>st</sup> Class Honours |
| A++                   | 88                   |                               |
| A+                    | 84                   |                               |
| A                     | 76                   |                               |
| A-                    | 70                   |                               |
| B+                    | 68                   | 2i Honours                    |
| B                     | 64                   |                               |
| B-                    | 60                   |                               |
| C+                    | 58                   | 2ii Class Honours             |
| C                     | 54                   |                               |
| C-                    | 50                   |                               |
| D                     | 48                   | 3 <sup>rd</sup> Class Honours |
| E                     | 42                   |                               |

##### **2.2 The University's Marking Scale for Work that has NOT Passed**

| <b>Standard Grade</b> | <b>Standard Mark</b> | <b>Interpretation</b> |
|-----------------------|----------------------|-----------------------|
| F+                    | 38                   | Marginal Fail         |
| F                     | 32                   | Clear Fail            |
| F-                    | 22                   | Comprehensive Fail    |

|    |    |  |
|----|----|--|
| WF | 12 | Weak Fail  |
| U  | 2  | Unclassified   |
| NS | 0  | Unexplained Non-Submission, or absence from exam/test, etc |
| M  | 0  | Assessment deferred due to valid Mitigating circumstances  |
| PL | 0  | Academic misconduct  |
| FL | 0  | Mark reduced to 0 due to Late submission                   |
| AO | 0  | Undertaking block/module on Attendance Only                |
| EX | 0  | Not <u>yet</u> submitted/attempted – extension granted     |

### 3. Standard Postgraduate Marking Scales [except PGCE/ PGDE] but including the Masters level of Integrated Masters awards for new module registrations

#### 3.1 The University's Marking Scale for Work that has Passed

| Standard Grade | Standard Mark | Interpretation        | Comments                           |
|----------------|---------------|-----------------------|------------------------------------|
| A++            | 92            | Pass with Distinction | Module aggregate will appear as PD |
| A++            | 88            |                       |                                    |
| A+             | 84            |                       |                                    |
| A              | 76            |                       |                                    |
| A-             | 70            |                       |                                    |
| B+             | 68            | Pass with Merit       | Module aggregate will appear as PM |
| B              | 64            |                       |                                    |
| B-             | 60            |                       |                                    |
| C+             | 58            | Pass                  | Module aggregate will appear as P  |
| C              | 54            |                       |                                    |
| C-             | 50            |                       |                                    |

#### 3.2 The University's Marking Scale for Work that has NOT Passed

| Standard Grade | Standard Mark | Interpretation  |
|----------------|---------------|---|
| F+             | 48            | Marginal Fail   |
| F              | 42            | Clear Fail  |
| F              | 38            | Clear Fail  |
| F-             | 32            | Comprehensive Fail  |
| F-             | 22            | Comprehensive Fail  |
| WF             | 12            | Weak Fail   |
| U              | 2             | Unclassified  |
| NS             | 0             | Unexplained Non-Submission, or absence from exam/test, etc. |
| M              | 0             | Assessment deferred due to valid Mitigating circumstances   |
| PL             | 0             | Academic Misconduct   |

|    |   |   |
|----|---|---|
| FL | 0 | Mark reduced to 0 due to Late submission  |
| AO | 0 | Undertaking subject/module on Attendance Only basis   |
| EX | 0 | Not <u>yet</u> submitted/attempted – extension granted, must be removed before results are confirmed. |

#### 4 Standard Marking Scales for Academic Work within PGCE and PGDE

##### 4.1 The University's Marking Scale for Work that has Passed

| Standard Mark | Standard Grade | Interpretation   | Comments                           |
|---------------|----------------|--|------------------------------------|
| 92            | A++            | Pass with Distinction  | Module aggregate will appear as PD |
| 88            | A++            |  |                                    |
| 84            | A+             |  |                                    |
| 76            | A              |  |                                    |
| 70            | A-             |  |                                    |
| 68            | B+             | Pass with Merit  | Module aggregate will appear as PM |
| 64            | B              |  |                                    |
| 60            | B-             |  |                                    |
| 58            | C+             | Pass   | Module aggregate will appear as P  |
| 54            | C              |  |                                    |
| 50            | C-             |  |                                    |
| 48            | H1             | Honours Level Pass, but with reassessment opportunity [SITS defaults to this grade on attempt 1]<br>-----<br>----- | Aggregate will appear as H1        |
|               | OR<br>P1       | Honours Level Pass, without reassessment opportunity [SITS defaults to this grade on attempt 2]                    | Aggregate will appear as H         |
| 42            | H2             | Honours Level Pass, but with reassessment opportunity [SITS defaults to this grade on attempt 1]<br>-----<br>----- | Aggregate will appear as H2        |
|               | OR<br>P2       | Honours Level Pass, without reassessment opportunity [SITS defaults to this grade on attempt 2]                    | Aggregate will appear as H         |

##### 4.2 The University's Marking Scale for Work that has NOT Passed

|    |    |                    |
|----|----|--------------------|
| F  | 38 | Clear Fail         |
| F- | 32 | Comprehensive Fail |
| F- | 22 | Comprehensive Fail |

|    |    |   |
|----|----|---|
| WF | 12 | Weak Fail   |
| U  | 2  | Unclassified  |
| NS | 0  | Unexplained Non-Submission, or absence from exam/test, etc. |
| M  | 0  | Assessment deferred due to valid Mitigating circumstances   |
| PL | 0  | Academic Misconduct   |
| FL | 0  | Mark reduced to 0 due to Late submission                    |
| AO | 0  | Undertaking subject/module on Attendance Only basis         |
| EX | 0  | Not <u>yet</u> submitted/attempted – extension granted      |

## 5. Marks and Aggregates

### 5.1 Aggregate Marks for Undergraduate Blocks

- [a] Internal Examiners should review work for students with the following provisional **aggregates**, to satisfy themselves that the outcome reflects their composite academic judgement about individual assessments:

|    |                                       |
|----|---------------------------------------|
| 39 | 1 point below the pass mark           |
| 24 | 1 point below Subject resit threshold |

- [b] In the event of a Board wishing to change provisional marks, this must be done at the level of **individual assessments**. [Students must be informed in advance of weightings, and so the overall mark for a Block should, unless the regulations require a capping procedure to be used, always be determined by the weighted results for individual components.]

### 5.2 Aggregate Marks for Postgraduate Blocks (Level M)

- [a] Wherever borderline marks emerge as aggregates for a module:

|    |  |
|----|--|
| 69 | 1 point below a Distinction              |
| 59 | 1 point below a Merit                    |
| 49 | 1 point below the module pass mark       |
| 24 | 1 point below the module resit threshold |

Internal examiners should review the marks they gave to individual assessments for the students concerned, to satisfy themselves that the outcome reflects their composite academic judgement about individual assessments.

- [b] In the event of a Board wishing to change provisional marks, this must be done at the level of **individual components**. [Students must be informed in advance of weightings, and so the overall mark for a module should, unless the regulations require a capping procedure to be used, always be determined by the weighted results for individual components.]

## 6 Converting Marks Received from Overseas Institutions

## 6.1 “Overseas Assessment”

With the introduction of an integrated undergraduate curriculum, the concept of an overseas module [“OSMOD”] has been abandoned. Instead, for assessment purposes, SITS records, for each student, a single overseas mark per credit-rated block, identified as “Overseas Assessment”, and weighted at [*100% MINUS the sum of the weightings of the assessments for the Block that the student undertakes at Hope*].

## 6.2 Conversion Scale

This is very simple: the mark awarded overseas is treated as if it had been awarded at Hope. For example: if a student gets 76 from Level I taken overseas, we enter 76 as the mark.

## 6.3 Detailed Guidance [where students had taken the correct number of credits overseas]

- [a] Work out which Marks Refer to each Block, and Check the Credit Ratings
- For European transcripts, double the credits to express them in Hope terms. So: students have taken 30 credits for a year-long Major, 60 credits for a year-long Single Honours subject, 15 credits for a half-year Major and so on.
  - For North American transcripts, credits might be expressed as “hours”. The conversion is *approximately* 4 Hope credits per hour. So: students have taken 15 hours for a year-long Major, 30 hours for a year-long Single Honours subject, 7.5 hours for a half-year Major and so on. [Be flexible about this; in practice, treat each hour as up to 5 credits if necessary.]
  - If the student has taken too many credits, ignore superfluous courses. [Those with the lowest grades should be ignored first, unless they relate to a Qualifying Component at Hope.]
- [b] Calculate an Aggregate Overseas Mark for the Block
- This is the mean of the marks for individual courses, weighted by the size of the course.
  - Do NOT worry about where students have passed or failed individual courses overseas.
  - If there are grades as well as percentage marks, use the marks and ignore the fact that grade/mark conversions will probably be different from ours.
  - If there are grades, not marks, either convert these to the standard Hope conversion scheme [as shown above] or use other guidance as shown on the transcript. If there are marks, but not on a percentage scale, use your judgement about how to convert them to our scale, together with guidance on the transcript.
  - If you really can’t work out what to do, or if the aggregate is below 40, please email the Registrar.
- [c] At the Subject Meeting
- If the overall Block aggregate is below 25 or 40, consider whether this might be a consequence of how you entered marks from overseas, and adjust accordingly so that the student is not disadvantaged.

## 6.4 Special Guidance in the Case of Students who had Taken too Few Credits Overseas

Please consult the International Hub if you are not sure which procedure applies to an individual student.

6.4.1 Students who had Registered for too Few Credits Overseas due to Circumstances WITHIN their Own Control

This applies to cases in which, for example, it had been agreed that a student would do Course X overseas, but the student simply did not register for the course, for no valid reason.

Assume that the mark for the course was zero, and include this mark when calculating the aggregate mark for “Assessments Taken Overseas”.

6.4.2 Students who had Registered for the Correct Number of Credits Overseas, but were Advised by the Overseas Institution not to Submit Assessments for One Course because they were Unlikely to Pass

This occasionally happens, especially in the USA. Treat the student as having failed the course.

Assume that the mark for the course was zero, and include this mark when calculating the aggregate mark for “Assessments Taken Overseas”.

6.4.3 Students who had Registered for too Few Credits Overseas due to Circumstances BEYOND their Control

This applies to cases in which, for example, it transpired, after the student had arrived in the overseas institution, that a course they had intended to study had been withdrawn, and it had been confirmed by Liverpool Hope and the overseas institution that no suitable alternative was available.

In principle, the relevant School /Department will set the student an assessment in lieu of the missed course. This will be arranged as follows.

- [a] Student Enrolment and Administration will amend the assessment pattern on SITS, by adjusting the weighting of “Assessments Taken Overseas” to reflect the number of credits the student was unable to take, and inserting an additional assessment [the title of which would be supplied by the School/Department].

For example, assume that a student on HISCOREI001 [60-credits] takes the Advent Term abroad.

The NORMAL assessment pattern for such students might be:

- 25% British Historical Project;
- 25% Exam;
- **50% Assessments Taken Abroad.**

The SPECIAL assessment pattern for a student who was unable to take an overseas course on the European Union to the value of 15 UK credits might be:

- 25% British Historical Project;
- 25% Exam;
- **25% Assessments Taken Abroad;**
- **25% Essay on the European Union.**

- [b] The aggregate mark for “Assessments Taken Overseas” will be based on the marks for the courses the student was able to take overseas.

- [c] For the additional assessment, the Department/School will enter 0M, and allow the student to submit the assessment in August.
- [d] The Department/School will be responsible for explaining the additional assessment task to the student, and giving suitable guidance.

## 7 Other Grades that Might Appear on Students' Transcripts

| <b>Grade</b> | <b>Interpretation</b>  |
|--------------|--|
| 2E           | Bare pass, on a "re-submission".   |
| 2F           | Fail [mark of 2-39] on a "re-submission".  |
| 2U           | Fail [unclassified] on a "re-submission".  |
| BR           | Break, student had interrupted studies when the assessment was due.  |
| FQ           | <u>Undergraduates</u><br>Despite an aggregate of 40+, the student has <40 for a Qualifying Component, or an aggregate mark of <40 for a Qualifying Set, or has otherwise failed to meet the requirements for continuation;<br><u>Postgraduates [excluding PGCE]</u><br>Despite an aggregate of 50+, the student has <50 for a Qualifying Component, or an aggregate mark of <50 for a Qualifying Set, or has otherwise failed to meet the requirements for continuation. |
| FR           | Student is allowed, notwithstanding the regulations, to resubmit failed assessment   |
| FN           | Student did not submit assessment at the second opportunity, the grade/mark from the original submission is retained.  |
| LF           | Block failed because of level continuation regulations   |
| LP           | Block passed because of level continuation regulations   |
| LR           | Reassessment allowed for all components less than 40/ grade E.   |
| NE           | Student failed a research assessment due to not having obtained [or having violated the terms of] ethical approval.  |
| MR           | Mitigation leading to Retake   |
| NR           | Student is allowed, notwithstanding the regulations, to submit assessment failed due to non-submission   |
| PC           | For "Pass by Compensation". Means that the student is, exceptionally, allowed to pass an undergraduate Block despite having an aggregate of 39.  |
| PR           | Student is allowed to resubmit following confirmed academic misconduct.  |
| RN           | Resubmission opportunity was not possible  |
| RS           | Student was offered an opportunity to "re-submission" before the Subject Meeting, but did not take up the opportunity.   |
| RT           | Student was offered an opportunity to resubmit, but chose, instead, to retake the full block or module, with attendance.   |