



UNIVERSAL CONVENTIONS AND PROCEDURES

Academic Year 2023/24

Understanding Board Transcripts

1 Status of the Conventions

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

2 What do the entries in the “Default Result” columns mean?

“Pass”

- means that the student has passed the module/block and obtained the credits; no further assessment is possible.

“Defer”

- means that the student has not yet passed the module/block, but has an opportunity to undertake further assessments. It will appear to students as “Not Yet Passed”.

“Fail”

- means that the student has neither passed the module/block nor been given a reassessment opportunity. However, if the student was on Attempt 1, the student may have the opportunity to retake the whole module/block with attendance or to take an alternative module/block instead.

3 What do Attempt Numbers mean?

3.1 The basic system is as follows:

| | |
|-----------|--|
| Attempt 1 | First taking, with attendance |
| Attempt 2 | Reassessment, without further attendance |
| Attempt 3 | Retake with full attendance <i>[or taking an alternative module/block to replace one that was failed]</i> |
| Attempt 4 | Reassessment following the retake, without further attendance |

3.2 Notwithstanding 3.1, a student who does not complete an attempt due to Mitigating Circumstances is held at the same attempt number for their redemption opportunity, for example:

| | | |
|----------------------|--------------------------|---|
| Grade M on Attempt 1 | <i>normally leads to</i> | Further assessment on attempt 1 during the resit period |
|----------------------|--------------------------|---|

| | | |
|-----------------------|--------------------------|--|
| Grade M on Attempt 2 | <i>normally leads to</i> | Further reassessment on attempt 2 during the next resit period |
| Grade MT on Attempt 1 | <i>normally leads to</i> | Taking the block/module again, with full attendance, counted as a second Attempt 3 |

3.3 Students who are required to retake with attendance a block/module they failed on attempt 1 are placed on Attempt 3 for the retake *even if they were not given, or chose not to undertake, a reassessment*. This means that:

- Attempt 3 always refers to a student who is redeeming a fail via a retake with attendance or by taking an alternative module/block;
- Attempts 2 & 4 always refer to reassessment without further attendance.

3.4 SITS printouts for Boards of Examiners usually show the Attempt that has been completed, but sometimes, in the case of a student recommended for further assessment or reassessment, the next Attempt number is shown. This is confusing, but basically means that the recommendation from SITS is to Defer the final decision until the student has had a second attempt.

4 Do the Examiners have to Accept the Overall Module/Block Results on the Transcript?

4.1 You can't....

- **Change the mark scheme** as such [e.g. if a student has 69 on aggregate, you can't either award an A or change the mark to 70].

4.2 You can.....:

- **Manipulate individual assessment marks to enable the overall grade/mark to change**, either because a mistake was made for an individual student or because internal/external moderation has led to changes for the overall cohort of students [e.g. if you decide that, marking was too harsh at the B+/A borderline, you could amend individual assessment marks for the students concerned, to raise their overall mark/grade from B+ to A.]
- **At the Subject Meeting or School/Department Continuation and Award Board: decide to forfeit a student's right to reassessment [i.e. to change the "result" from "Defer" to "Fail"] on TWO grounds.**

EITHER the following three criteria all held:

- [a] the student had failed assessment[s] based on practical work [including fieldwork, laboratory work, work placements and performance]; AND
- [b] the student had not undertaken the practical work; AND
- [c] it would not be practicable for the practical work to be undertaken in the reassessment period.

OR the student had failed the module/block overall due to the mark for one or more assessments being reduced to 0% as a result of academic misconduct, and the agreed penalty involved the student forfeiting the right to reassessment [**unless** the student would be able to pass the module/block by redeeming an "honest fail" on non-plagiarised components, in which case you should allow reassessment, but only of the "honestly failed" components].

If you do decide to forfeit, change the overall grade to one that carries a Fail result.

- **At the Subject Meeting or School/Department Continuation and Award Board: otherwise decide, notwithstanding the regulations, to forfeit/reinstate a student's right to further assessment, via selecting an alternative grade from the relevant table** [such changes might be susceptible to appeals or inequity across areas, so please liaise with the Registrar [or nominee] before acting].
- **At the Subject Meeting or School/Department Continuation and Award Board: [where this option is shown in the table, enable a student whose aggregate is <40 [or equivalent] to pass by Compensation [grade PC].** [please make sure you act in accordance with the continuation regulations for your course, and liaise with the Registrar [or nominee] before acting].

5 Do the Examiners have to Accept the Recommended Continuation and Award Classifications on the Transcript?

- 5.1** The recommendations will have been generated in strict accordance with the regulations and conventions, so normally you will accept them, unless the Board also wishes to change a mark or a block/module result, or discovers an error on the transcript.
- 5.2** Where the recommendation gives you a choice, you must select an option. [You will normally be advised of the option implied by the Regulations; please contact the Registrar before doing so.]
- 5.3** Where the recommendation is "Board to decide", you must decide! If you are unable, exceptionally, to do so, the matter must be referred for Chair's Action.
- 5.4** SITS has been designed NOT to recommend termination of studies, so that any such decision MUST be made by the Board.