

Progression from Foundation and Qualifying Year

1. Where Assessments and/or marking have taken place during a time period during which Assessments and/or marking have been disrupted (for example, global pandemic, industrial action, power outage during exam) UoN will operate classification and progression regulations that differ from the normal regulations but deliver the same learning outcomes.
2. In order to apply the regulations described here:
 - a. The Head of School (or nominee) must satisfy themselves that students meet (or will be able to meet if they progress) all of the programme level learning outcomes and meet with the approval of any relevant PSRB. If those conditions cannot be met by a student, then that student may not progress until the Actual Marks are received.
 - b. Students must Submit all their Assessments even if a disruption is expected (for example, during a marking boycott). This includes re-assessments for failure in compensatable module(s) where the complete marks transcript is not available to determine whether or not compensation can take place. This is in the student's best interest because if the module is not compensated then they may delay or prevent progression or completion.
3. A student's choosing to not Submit an Assessment will result in the award of a mark of zero for the Assessment.
4. A student will be allowed to undertake a mixture of assessment and reassessment in the same exam period if they wish to (for example, to best enable them to progress without delay).

Application of the Contingency Regulations

5. Normally, UoN operates an approach to progression that uses a weighted average of Actual Marks from Completed Modules. When not all Assessment and/or marking is complete by the nominated Exam Board Cutoff date, UoN will instead make use of a mixture of Actual Marks from Completed Modules, Part For Whole Marks calculated from Incomplete Modules where possible, and Derived Marks based on past performance. All other parts of the progression model will remain the same (e.g. borderline regulations will not be changed).
6. Mark decisions are considered at student level, so within the same Assessment or module, it is possible that one student has an Actual Mark, another a Part for Whole Mark, and another has a Derived Mark.
7. UoN will proceed as follows, if by the Exam Board Cutoff date:

- a. All Assessments for a module have an Actual Mark (i.e. a Completed Module), UoN will use the Actual Marks for Assessments for that module.
- b. A student has Actual Marks for Assessments that are worth at least 40% of the module, then UoN will designate the weighted average of those marks as the Part For Whole Mark for that module. This includes Partially Marked Assessments (subject as always to Clause 2).
- c. A student has Actual Marks for Assessments that are worth less than 40% of the module, or no Actual Marks for Assessments for a module, then subject to Clause 2 and provided the student has completed at least 60 credits of modules in that Stage and has satisfactorily completed all of the required progression modules, then using Actual Marks provided prior to the Derivation Cutoff Date, UoN will provide the student with a Derived Mark for each Assessment that does not have an Actual Mark or a Part For Whole Mark. The selection of marks to use and the formula used are explained in 'Undergraduate: How to calculate a Derived Mark'.
- d. If the student has not completed at least 60 credit of modules in that Stage **or** has not completed all of the required progression modules (as per the relevant programme specification), then UoN cannot offer a Derived mark as there is not a sufficient body of past performance from which to draw. In these cases, Schools are recommended to consider the following options (none, some or all of these options may be utilised as the School deems appropriate on a case by case basis, minuted at the Exam Board):
 - i. It may be possible for the student to proceed (see below).
 - ii. If the student has extensive ECs and outstanding learning outcomes will be covered in the subsequent Stages, the School may exercise discretion to disregard up to 40 credits in order to allow them to progress.
 - iii. Schools may assess students with Incomplete Modules through a viva voce to determine whether they demonstrate the necessary learning outcomes and can progress. Students who do not demonstrate those learning outcomes, would be offered a re-assessment in line with the usual methodology.
 - iv. UoN may be able to offer a later Derivation Cutoff Date for Foundation and Qualifying Year students after full year assessments are complete in order that the necessary thresholds for Derived Marks are achieved. This would be determined depending on the precise circumstances of the application of the Contingency Regulations.
- e. If none of these methodologies are appropriate, but the School wishes to make a recommendation to support the students'

progression then Schools may submit an urgent exceptional case to QSC to make a recommendation for how they are to be considered for progression. Schools must agree this recommendation with their External Examiner. QSC will consider each request on its own merits.

- f. If none of these routes can enable the student to progress, then the students will need to wait for Actual Marks (see below).
- 8. For avoidance of doubt, an Actual Mark not received in time for the Derivation Cutoff date (and so not used to calculate the Derived Mark but then received prior to the Exam Board Cutoff date, will be used as an Actual Mark at the Exam Board (even though that Actual Mark was not used to calculate the Derived Mark; in such circumstances the Derived Mark would not be recalculated).
- 9. Part For Whole marks and Derived Marks can appear on a transcript as module marks. For avoidance of doubt, it will not show on the transcript that these are Part For Whole Marks or Derived Marks. This information may be able to be provided in supplementary documentation where essential.

Students with Extenuating Circumstances

- 10. This section relates to students who have outstanding Assessments due to upheld Extenuating Circumstances (for example, where they have been granted a first sit for an exam).
- 11. In line with Clause 7, Actual Marks, Part for Whole Marks and Derived Marks may be utilized to determine the module marks.
- 12. In line with Clause 7, if by the Exam Board Cutoff Date a student has Actual Marks for Assessments that are worth at least 40% of the module, then UoN will designate the weighted average of those marks as the Part For Whole Mark for that module. This includes Partially Marked Assessments (subject as always to Clause 2). At this point this could include the zero mark for the Extenuating Circumstances Affected Assessment. However, the zero mark for the Extenuating Circumstances affected Assessment can be excluded in the part for whole calculation by the Exam Board if the non-Extenuating Circumstances affected Assessments with Actual Marks are worth at least 40% of the module.
- 13. In line with Clause 7, if there are Actual Marks for Assessments that are worth less than 40% of the module, or there are no Actual Marks for Assessments for that module (subject as always to Clause 2), then using Actual Marks provided prior to the Derivation Cutoff Date, UoN will provide the student with a Derived mark for each Assessment that does not have an Actual Mark or Part For Whole Mark. The Derived Mark can be applied to the student record for Extenuating Circumstances Affected Assessments after they have Submitted the outstanding Extenuating Circumstances Affected Assessment.

However, it should be noted that if a student has outstanding Extenuating Circumstances Affected Assessments because of upheld Extenuating Circumstances at the Derivation Cutoff Date, the mark for those Extenuating Circumstances Affected Assessments will be recorded as a zero. This zero will be used for the purpose of calculating the Derived Mark. This means that any resulting Derived Mark will be negatively impacted (lowered) and this is the Derived Mark that would be used for all Assessments without Actual Marks or Part For Whole Marks (whether or not an Extenuating Circumstances Affected Assessment). It is not possible to recalculate a Derived Mark at a later date (such as after the Extenuating Circumstances Affected Assessment is Submitted). Students in this position should take this information into consideration when making decisions whether or not to accept the application of the Contingency Regulations or whether to obtain Actual Marks (see below).

Progression Decisions

14. If a student is unable to progress because of the application of the Contingency Regulations (for example due to a Part For Whole Marks or Derived Marks), Regulation 20 will be extended to allow students to proceed carrying 40 credits of reassessments.
15. For a student with outstanding Assessments because of upheld Extenuating Circumstances, which will be recorded as zero's on their record pending Submitting the Assessment, where the Part For Whole Mark (if it includes zeros from Extenuating Circumstances Affected Assessments) and/or Derived mark is not representative of normal performance, then the School may take this into account (for Zero Affected Modules) in making progression decisions under Regulations 10, 11 and 20. These considerations must be determined on a module basis, not elements of Assessments. This must be minuted at the Exam Board.

Decision period

16. If any module mark is designated as a Part For Whole Mark or Derived Mark, then, subject to Clause 2, and provided the student satisfies the progression regulations given those marks, then the student may progress to the next Stage depending upon their decision. All such students will automatically be offered a choice, supported with supplementary communications to explain in further detail, whether to accept or reject those marks and the progression/completion decision generated by the application of these Contingency Regulations:

The student must choose either to:

- a. accept the progression decision and the associated marks. Note, any unmarked Submitted Assessments will not subsequently be marked, and/or there will be no Equivalent Sit opportunities. This will be considered the default position (see below)

OR

- b. reject the progression decision and associated marks. In this case the student will obtain Actual Marks as follows:
 - i. if there was an original Submitted Assessment and it is not yet marked, to wait for that Assessment to be marked
 and/or
 - ii. if there was no original Assessment, or the original Submitted Assessment will never be marked (for example, due to irreparable damage to or loss of a script), the student may be offered an Equivalent Sit opportunity(s).

The student will be required to make this decision when they receive a provisional progression decision. There will be a decision period of time for the student to consider their choice and seek advice. The deadline for the deadline will be communicated to students in advance of the decision period so that they can prepare accordingly. If the student does not respond by the deadline, it will be assumed that the progression decision and associated marks are accepted.

17.If any module mark is designated as a Part For Whole Mark or Derived Mark, and a student **does not** satisfy the progression/completion regulations given those marks, then, subject to Clause 2, the progression decision and associated marks will automatically be rejected and the student will wait for Actual marks or Equivalent Sit opportunity (see above).

18.If a student chooses to reject the progression/completion decision and associated marks and to obtain Actual Marks, then:

- a. The decision would affect all the student's marks. It is not possible to retain Part For Whole Marks or Derived Marks for some modules and wait for Actual Marks / Equivalent Sit opportunities for other modules.
- b. The Actual Mark the student receives for their original assessment / Equivalent Sit will be used in place of Part For Whole Marks and Derived Marks. This means that their marks could go down or up, which could impact the progression/completion decision.
- c. UoN are not able to guarantee when a student will receive their Actual Marks and resulting progression/completion decision. This may mean they are not able to return at the start of the next academic year and it may be necessary for the student to interrupt for a year.
- d. UoN will do everything reasonably possible to ensure Assessments are marked promptly. Where this period is extended, then from time to time (for example, when some more Actual Marks are available) students may be offered another decision period in case they decide to change their mind. In this case, any non-response

would be assumed to mean the original decision had not changed (i.e. they continue to reject the application of the Contingency Regulations).

19. Where students are waiting for Actual Marks, Schools will prioritise these Assessments for marking. This is a complex issue and will be decided at the time, as appropriate to the situation. It is expected that usually this prioritisation would start with Assessments for students who are due to graduate in the next graduation period. Additionally, the timing of marking will be dependent on when markers with the relevant expertise are available for marking.