

The purpose of these Contingency Regulations is to mitigate against risk to student classification and progression where University business has been significantly disrupted. These regulations will be utilised when authorised by Senate.

Progression from Foundation and Qualifying Year

1. Where assessments have taken place during a time period where 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. Students must attend, complete and/or submit all their assessments even if a disruption is expected (for example, during a marking boycott). Schools will endeavor to ensure that all assessment is marked.
3. A student's choosing to not attend, complete and/or submit an assessment will result in the award of a mark of 0 (zero) for the assessment.
4. In order to follow the regulations described here, 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 final marks are received.
5. Normally, UoN operates an approach to progression that uses a weighted average of marks from completed modules. When not all assessment and/or marking is likely to be complete by the nominated 'Exam Board Cutoff' date prior to the final exam boards, UoN will instead and as far as possible make use of a mixture of marks from completed modules, marks derived from incomplete and completed modules, and past performance, using all Completed Marks (as defined in Clauses 1 and 2 of 'UG: How to calculate a derived mark'). All other parts of the progression model will remain the same.

We will proceed as follows:

- a. If all marking for a module is completed prior to the nominated 'Exam Board Cutoff' date, we will use the completed module mark.
- b. If a student has marks for a module prior to the Exam Board Cutoff date that are worth at least 40% of the module, then we will use those marks as the mark for the module on a 'part for whole' basis.
- c. Provided a student has completed at least 60 credits of modules in that stage **and** has satisfactorily completed all of the required progression modules, then if by the Exam Board Cutoff date the student has marks for a module that are worth less than 40% of

the module, or no marks for a module (but the assessment was completed), then we will provide the student with a derived mark for each missing element of assessment. These calculations will use marks finalised prior to a nominated 'Derivation Cutoff' date. The selection of marks to use and the formula used are explained in 'UG: 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 the required progression modules, then we cannot offer a derived mark as we do not have a sufficient body of past marks to draw from. In that case, Schools are invited to make a recommendation for how students in their QY/FY cohort are to be treated. Schools should agree this recommendation with their External Examiner and submit the request to QSC through the 'urgent' exceptional cases route. QSC will then consider each request on its own merits. The agreed action should be recorded in exam board minutes.
- e. Schools may also take the action described in 5d if a student is not able to satisfy all required learning outcomes, but the School wishes to make a recommendation to support the student's progression.

Schools are welcome to develop their own approaches. One indicative example is as follows:

In QY, non-compensation is often used to ensure students have a sound knowledge base for Pts I & II rather than explicitly to meet PLOs or PSRB requirements, as such a School might seek to waive such requirements for progressing from QY, and mitigate with additional resource for students who would have had resits at the start of Y2

6. Actual marks will be used for exam boards where they are available prior to the Exam Board Cutoff. For avoidance of doubt, a mark might not be 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 (and so used as an actual mark at the exam board, even though that mark was not used to calculate the derived mark); in such circumstances the derived mark would not be recalculated.
7. Derived marks and marks given 'part for whole' can appear on a transcript as module marks.
8. If a student fails to progress because of a part-for-whole or derived mark, Schools will wish to consider the application of existing regulation (Regulation 20) which allows students to proceed carrying 20 credits of fail marks in exceptional circumstances, where applicable.
9. If any module mark is generated by the application of clauses 5b or 5c, then, provided the student completed the original assessment, and a student satisfies the progression regulations given those marks, then the student can progress to the next stage. The student will automatically be offered a choice whether to:

- (i) accept the progression decision and the associated module marks. Note, any unmarked assessments will now not be marked, or
- (ii) to obtain actual marks either through a) if there was an original assessment and it is not yet marked, to wait for the original assessment to be marked and/or b) if there was no original assessment, or the original assessment will never be marked, the student will be offered an equivalent sit opportunity(s).

This offer will be presented to the student at the point they receive their provisional progression decision. There will be a deadline by which to opt for the actual marks/equivalent sits. If the student does not respond by the deadline, it will be assumed that the progression decision is accepted (and the unmarked submitted work will not now be marked / no equivalent sit opportunity).

10.If any module mark is generated by the application of clauses 5b or 5c, then, provided the student completed the original assessment, and a student **does not** satisfy the progression regulations given those marks, then the student will automatically be offered Option 9ii above (to wait for marks for submitted assessments or otherwise equivalent sit opportunity) (subject to a School's applying clauses 5d or 5e).

11.If a student chooses to obtain actual marks by waiting for the actual mark and/or taking the equivalent sit opportunity:

- a. they will have to do this for all modules which had a mark generated by the application of clauses 5b or 5c (for avoidance of doubt, it is not possible to retain some derived marks and wait for marks/equivalent sit opportunity for other modules).
- b. the mark they receive for their equivalent sit will be used in place of part for whole and derived marks. This means that their mark could go down and could go up.
- c. we are not able to guarantee when they will receive their marks or final progression decision. This may mean they are not able to return at the start of the next session.