

PGT: How to calculate a derived mark (taught stage only) where assessments or marking have taken place during time period affected by a disruption

1. The derived mark will be based on actual achievement from the taught stage, as far as reasonable. It will be based on marks received prior to a nominated 'Derivation Cutoff' date.

- i. Marks from modules that have been completed and have marks for prior to the Derivation Cut Off date will be included. This includes marks for modules which have been completed on a 'part for whole' basis.
- ii. If circumstances permit, we may also additionally include element marks from incomplete modules.

2. The marks from clause 1i and, if circumstances permit, clause 1ii submitted prior to the Derivation Cutoff date will hereafter be referred to as 'Completed Marks'.

3. For Taught Masters students you notionally have two 'stages' in your Programme of Study. A Taught Stage which relates to the Taught modules you take (e.g. 120 one year, full-time programmes; up to 180 two year, full-time programmes) and a Dissertation Stage (normally 60 credits). In calculating your derived mark, 'stage' relates to the taught modules you have taken. For PGDip, the 120 credits relates to the taught stage of the masters and there is not a dissertation stage. In calculating your derived mark, 'stage' relates to the taught modules you have taken.

4. It is not possible to create a derived mark for the dissertation stage.

5. The total completed credits of modules for the taught stage is the pro-rata credits of all the Completed Marks. That is, it is the sum of the credits of the completed modules (from clause 1i) plus the pro-rata credits of the element marks from incomplete modules (from clause 1ii).

For example:

A student on a 20 credit module who has completed 100% of the assessment for that module has completed 20 credits of assessment.

A student on a 20 credit module who has completed 50% of the assessment for that module has completed 20 credits of assessment under the 'part for whole' regulations".

A student on a 20 credit module who has completed 30% of the assessment for that module has completed 6 credits of assessment.

6. In order for the derived mark to be reliable, we need to make appropriate use of the evidence given to us by these completed credits of assessment.

7. If you have Completed Marks totalling at least 50% of the credits of taught modules by the Derivation Cutoff date, then these marks will be used to calculate the 'derived mark' for this stage.

Accordingly, the 'derived mark' will be the weighted average of these Completed Marks which are available prior to Derivation Cutoff date.

8.If you have Completed Marks totalling between 16% and 50% of the credits for your taught modules from this stage by the Derivation Cutoff date, then we cannot be entirely confident that your credit weighted average is a proper representation of your ability at this level. As such, for any such case we will calculate a 'provisional derived mark' for the taught stage.

This 'provisional derived mark' will be the weighted average of the Completed Marks which are available prior to the Derivation Cutoff date.

9.When considering classification and/or completion of taught stage, exam boards will have sight of the actual mark for the stage, and the 'provisional derived mark' for the taught stage. If the 'provisional derived mark' for the taught stage is either of 2 degree classes (i.e. Pass, Merit, Distinction) or 15 marks higher or lower than the actual stage average, exam boards are asked to not use the number generated for the purposes of taught-stage completion or classification.

10.If you have Completed Marks totalling less than 16% of the credits for your taught modules from this stage by the Derivation Cutoff date, we cannot generate 'derived marks' or 'provisional derived marks' for the stage.

11. If either of Clauses 9 or 10 apply, then in those circumstances, the student may not be classified until the final marks are received. We cannot guarantee when that will be.