

Postgraduate Certificate (PG Cert) and Postgraduate Diploma (PGDip) Classification

1. Where Assessments and/or marking have taken place during a period when Assessments and/or marking have been disrupted (for example, global pandemic, industrial action, power outage during exam), University of Nottingham (UoN) will operate classification 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 all of the programme level learning outcomes and meet with the approval of any relevant Professional Statutory Regulatory Body (PSRB). If those conditions cannot be met by a student, then that student may not be classified 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 completion.
3. A student's choosing to not Submit an Assessment will result in the award of a mark of zero for that 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 graduate without delay).
5. 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.
6. 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.

Classification process for PGCert

7. Normally, UoN operates an approach to classification that uses a weighted average of Actual Marks from Completed Modules. When not all Assessment and/or marking is likely to be complete by the nominated

Exam Board Cutoff date, UoN will instead make use of a mixture of Actual Marks from Completed Modules, and Part For Whole Marks calculated from Incomplete Modules where possible. Derived Marks based on past performance are not possible for PGCert. All other parts of the classification model will remain the same (eg. borderline regulations will not be changed).

8. Mark decisions are considered at student level, so within the same Assessment or module, it is possible that one student has an Actual Mark, and another a Part for Whole Mark.

UoN will proceed as follows, if by the Exam Board Cutoff date:

- a. If 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 taught module. This includes Partially Marked Assessments (subject as always to Clause 2).
- c. For PG Cert students, UoN cannot offer a Derived Mark as there is not a sufficient body of past Actual Marks from which to draw from as an indication of past performance. Accordingly, if by the Exam Board Cutoff Date the student has Actual Marks for Assessments that are worth less than 40% of the module, or no Actual Marks for Assessments for that module (subject to Clause 2), then the student may not be classified until the Actual Marks are received. UoN cannot guarantee when that will be. It is likely that the student's graduation will be delayed.

PGCert - Discounting Marks

9. Given the smaller evidence base, it is not possible to discount Part for Whole Marks outside of the usual Regulations.

PGCert - Decision Period

10. If any module mark is designated as a Part For Whole Mark then, subject to Clause 2, the student will automatically be offered a choice, supported with supplementary communications to explain in further detail, whether to accept or reject a classification generated by the application of these Contingency Regulations:

The student must choose either to:

- a. accept the classification 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 classification and the 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, they must 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 classification. There will be a decision period of time for the student to consider their choice and seek advice. The deadline for the decision 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 classification and associated marks are accepted.

11.If a student chooses to reject the provisional classification 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 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. This means that their marks could go down or up, as could their classification.
- c. UoN are not able to guarantee when a student will receive their Actual Marks or resulting classification. It is likely that their graduation will be delayed.
- 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).

Classification process for PG Dip

12. Normally, UoN operates an approach to classification that uses a weighted average of Actual Marks from Completed Modules. When not all Assessment and/or marking is likely to be 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 classification model will remain the same (e.g. borderline regulations will not be changed).
13. 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.
14. 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 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 either a Derived Mark or a Provisional Derived Mark, as appropriate, for each Assessment that does not have an Actual Mark or Part For Whole Mark where it is possible to do so. . The selection of marks to use and the formula used are explained in 'Postgraduate Taught: How to calculate a Derived Mark and Provisional Derived Mark').
 - d. Where it is not possible to use a Derived Mark or Provisional Derived Mark for a student (subject to Clause 2), then the student may not progress and/or be classified until the Actual Marks are received, as follows:
 - i. if there was an original Assessment and it is not yet marked, they must wait for the original Assessment to be marked. UoN cannot guarantee when that will be. It is likely that the student's graduation will be delayed.

and/or

- ii. if there was no original Assessment, or the original Assessment will never be marked (for example, due to irreparable damage to or loss of a script or recording), the student may be offered an Equivalent Sit opportunity(s). UoN cannot guarantee when that will be. It is likely that the student's graduation will be delayed

15. For avoidance of doubt, an Actual Mark not received in time for the Derivation Cutoff Date (and so not used to calculate a 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.

PGDip - Discounting Marks

16. If the Part for Whole Mark or Derived Mark is lower than the average for the Stage, the School may discount up to 20 credits (on a module basis, not by elements of Assessments) of these Part for Whole Marks or Derived Marks for the classification decision. This must be minuted at the Exam Board. This provision is separate from, and additional to, any application of Regulation 24b. For avoidance of doubt, where such a Part for Whole Mark may have been included in the Derived Mark calculations, the Derived Mark would not be recalculated.

17. For students with outstanding Assessments because of upheld Extenuating Circumstances (also see below), 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 the Derived mark is lower than average for the Stage, then the School may discount up to 40 credits of Zero Affected Modules for the classification decision. This decision must be minuted at the Exam Board. This provision would include any application of Regulation 24b and any application of the previous Clause. For example, could discount 20 credits under 24b plus 10 credits under this clause plus 10 credits under the previous Clause).

PGDip – Decision Period

18. If any module mark is designated as a Part For Whole Mark or Derived Mark, then, subject to Clause 2, the student will automatically be offered a choice, supported with supplementary communications to explain in further detail, whether to accept or reject a classification generated by the application of these Contingency Regulations:

The student must choose either to:

- a. accept the classification 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 classification and the 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, they must 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 classification. There will be a decision period of time for the student to consider their choice and seek advice. This deadline for the decision 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 the classification and associated marks are accepted.

19.If a student chooses to reject the provisional classification 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 and Derived Marks. This means that their mark could go down or up, as could their classification.
- c. UoN are not able to guarantee when they will receive their Actual Marks or resulting classification. It is likely that their graduation will be delayed.
- 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).

20.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.

Students with Extenuating Circumstances

21. This section relates to PGCert and PGDip students who have outstanding Assessments due to upheld Extenuating Circumstances (for example, where they have been granted a first sit for an exam).
22. As stipulated above, depending whether a PGCert or PGDip student, a combination of Actual Marks, Part for Whole Marks, Derived Marks and Provisional Derived Marks may be utilized to determine the module marks.
23. Both PGCert and PGDip students may have marks designated as Part For Whole Marks for some modules (see above). These Part For Whole Marks may 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.
24. In addition, PGDip students may have a Derived Mark or Provisional Derived Mark assigned to Assessments without Actual Marks or Part For Whole Marks (see above). The Derived Mark or Provisional 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 and Provisional Derived Mark. This means that any resulting Derived Mark and Provisional Derived Mark will be negatively impacted (lowered) and this is the Derived Mark and Provisional 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 or Provisional 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 above).