

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.

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

1. Introduction

- 1.1 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), University of Nottingham (UoN) will operate classification regulations that differ from the normal regulations but deliver the same learning outcomes.
- 1.2 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.
- 1.3 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 that assessment.
- 1.4 In order to follow the regulations described here, 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 final marks are received.

2. Classification process for PG Cert

- 2.1 Normally, UoN operates an approach to classification 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/or complete modules and past performance, using all Completed Marks available (as defined in Clauses 1 and 2 of 'PGT:How to calculate a derived mark'). All other parts of the classification model will remain the same (eg. borderline regulations will not be changed).

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 student's mark for the module on a 'part for whole' basis.

For PG Cert students, we cannot offer a derived mark as we do not have a sufficient body of past marks to draw from.

2.2 If any module mark is generated by the application of clause 2.1b, then, provided the student completed the original assessment, the student will automatically be offered a choice whether to:

- (i) accept the classification or
- (ii) to obtain actual marks either through a) if their 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 a provisional classification. There will be a deadline by which to opt for the actual marks/equivalent sit(s). If the student does not respond by the deadline, it will be assumed the classification is accepted (and the unmarked submitted work will not now be marked / no equivalent sit opportunity).

2.3 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 clause 2.1b (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 original assessment/equivalent sit will be used in place of 'part for whole' marks. This means that their mark could go down and could go up, as could their classification.
- c. we are not able to guarantee when they will receive their marks or classification.

3. Classification process for PG Dip

3.1 Normally, UoN operates an approach to classification 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/or complete modules and past performance, using all Completed Marks available (as defined in Clauses 1 and 2 of 'PGT: How to calculate a derived mark'). All other parts of the

classification model will remain the same (eg. borderline regulations will not be changed).

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 student's mark for the module on a 'part for whole' basis.
 - c. Provided a student has completed at least 60 credits of 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 where it is possible to do so. These calculations will use all marks finalised prior to a nominated 'Derivation Cutoff' date. The selection of marks to use and the formula used are explained in 'PGT: How to calculate a derived mark').
 - d. If the student has not completed at least 60 credits of modules, then we cannot offer a derived mark as we do not have a sufficient body of past marks to draw from.
- 3.2 Actual marks will be used where they are available prior to the Exam Board Cutoff date. 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.
- 3.3 Derived marks and marks given 'part for whole' can appear on a transcript as module marks.
- 3.4 If the 'part for whole' mark is lower than the average for the stage, the School may discount up to 20 credits of these 'part for whole' module marks, in addition to any 'normal' application of regulation 24b.
- 3.5 If any module mark is generated by the application of clauses 3.1b or 3.1c, then, provided the student completed the original assessments, the student will automatically be offered a choice whether to:
- (i) accept the classification or
 - (ii) to obtain actual marks either through a) if there was an original assessment 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 a provisional classification. There will be a deadline by which to opt for the actual mark/equivalent sit(s). If the student does not respond by the deadline, it will be assumed the classification is accepted (and the unmarked submitted work will not now be marked / no equivalent sit opportunity).

- 3.6 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 3.1b or 3.1c (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 original assessment/equivalent sit will be used in place of 'part for whole' marks. This means that their mark could go down and could go up, as could their classification.
 - c. we are not able to guarantee when they will receive their marks or classification.