

## **PGT Progression and 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 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 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 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 so wish (for example, to best enable them to graduate without delay).
5. The 60-credit masters Dissertation/Project module must be treated separately and cannot be substituted by a Part For Whole Mark, Derived Mark or Provisional Derived Mark. The Actual Marks for the Assessments for this module must be used alongside the outcome for the taught modules to determine the final classification for these students. Heads of Schools are strongly encouraged to enable the marking of these assessments in time for the final Exam Board where possible.

### **For progression from the Taught Stage to the Dissertation Stage:**

6. For PGT Taught Stage modules where the Dissertation Stage does not have a pre-requisite of any of the taught modules, the student can progress to Dissertation Stage.
7. Where pre-requisite(s) of one or more Taught Stage modules for progression onto the Dissertation Stage exist, Heads of School are asked to consider whether the student may progress or proceed to Dissertation Stage even if marks are not complete. Schools may wish to consider the application of existing regulation (Regulation 24b) which allows students to proceed carrying 20 credits of resit marks in exceptional circumstances.

## **Application of the Contingency Regulations**

8. For PGT students there will usually be an Exam Board for Taught Stage modules to decide about progression to Dissertation Stage and/or necessary taught module reassessment. There will always be a final Exam Board where classification decisions are made.
9. Marks can only be derived (whether a Derived Mark or Provisional Derived Mark) for taught modules, not for project/dissertation module.
10. Part for Whole Marks can only be used for taught modules (not for the dissertation/project module).
11. Derived Marks/Provisional Derived marks (for taught modules) will only be calculated for one Exam Board. For example, if they are calculated for the Taught Stage Exam Board, they will not be recalculated for the final Exam Board.
12. If a Part for Whole Mark, Derived Mark or Provisional Derived Mark is used for a taught module for progression in a Taught Stage Exam Board, and the use of Contingency Regulations is accepted by the student, those marks will stand for the final Exam Board for classification purposes. i.e. those Taught Stage Assessments will not subsequently be marked.
13. Normally, UoN operates an approach to progression and classification 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 or Provisional Derived Marks based on current performance. It is not possible for PG Taught Stage to use past performance. All other parts of the classification model will remain the same (e.g. borderline regulations will not be changed).
14. Mark decisions are considered at student level, so within the same Taught Stage 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 or Provisional Derived Mark.
15. For Taught Stage, 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 that taught 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. 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 in the Taught Stage 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'. The Derived Mark and Provisional Derived Mark will not apply to the Dissertation Stage.
- 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. UoN cannot guarantee when that will be. It is likely that the student's graduation will be delayed

16. For Dissertation Stage, UoN will proceed as follows, if by the Exam Board Cutoff date:

- a. If all Assessments for the dissertation/project module have an Actual mark (i.e. a Completed Module), UoN will use the Actual Marks for Assessments for that module.
- b. If a student does not have Actual Marks for the Assessments for the dissertation/project module prior to the Exam Board Cutoff Date, then it is not possible to apply a Part for Whole Mark or to calculate a Derived Mark or Provisional Derived Mark. In such cases, the student may not 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.

17. 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 or Provisional Derived Mark) but then received prior to the relevant 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 or Provisional Derived Mark); in such circumstances the Derived Mark or Provisional Derived Mark would not be recalculated.
18. Part For Whole Marks, Derived Marks, and Provisional 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, Derived Marks, or Provisional Derived Marks. This information may be able to be provided in supplementary documentation where essential.

### **Students with Extenuating Circumstances:**

19. 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).
20. In line with Clause 15, Actual Marks, Part for Whole Marks, Derived Marks and Provisional Derived Marks may be utilized to determine the module marks for the Taught Stage.
21. In line with Clause 15, if by the Exam Board Cutoff Date a student has Actual Marks for Assessments that are worth at least 40% of the taught 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). 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 taught module.
22. In line with Clause 15, if there are Actual Marks for Assessments that are worth less than 40% of the taught module, or there are no Actual Marks for Assessments for that taught 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 or Provisional Derived Mark for each Assessment in the Taught Stage that does not have an Actual Mark or Part For Whole Mark. 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 below).

### **Discounting Marks**

- 23.If the Part for Whole Mark or Derived Mark (not the Provisional Derived Mark) is lower than the average for the Taught Stage, the School may discount up to 20 credits 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 or Provisional Derived Mark calculations, the Derived Mark and Provisional Derived Mark would not be recalculated.
- 24.For students 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 (not the Provisional Derived Mark) is lower than average for the Taught 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. (For example, a School could discount 20 credits under 24b plus 20 credits under this clause; or 0 credits under 24b plus up to 40 credits under this clause).

### **Decision period**

- 25.If any taught module mark is designated as a Part For Whole Mark, Derived Mark or Provisional 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 Dissertation Stage depending on 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 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, 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 progression decision. 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 progression decision and associated marks are accepted.

26. If any taught module mark is designated as a Part For Whole Mark, Derived Mark or Provisional Derived Mark, and a student does not satisfy the progression 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 (in line with Clause 25ii above).

26.If a student chooses to reject the progression decision and associated marks 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, Derived Marks or Provisional Derived Marks on 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, Derived Marks and Provisional Derived Marks. This means that their mark could go down or up, which could impact the progression and classification decision.
- c. UoN are not able to guarantee when a student will receive their Actual Marks and resulting progression decision. This would also

have a knock on effect for the classification decision. In these circumstances, UoN is not able to guarantee when the student will receive their Actual Marks or progression / classification decisions. It is likely that 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 maybe offered another decision window 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 still continue to reject the application of the Contingency Regulations).

## **Classification**

- 27.If any taught module mark is designated as a Part For Whole Mark, Derived Mark or Provisional Derived Mark, then please see above.
- 28.Given the Dissertation Stage does not allow any use of Part for Whole Marks, Derived Marks or Provisional Derived Marks, only Actual Marks for dissertation/project modules will be presented to the Exam Board (albeit circumstances could be such that these marks are delayed, see above). These project/dissertation module Actual Marks will be combined with the marks from the Taught Stage (see above). Accordingly, there is no need for a further decision period as there is no further application of the Contingency Regulations. The classification decision will be presented to students in the usual way.
- 29.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.