

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.

## **PGT Progression and Classification**

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 and progression 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 PSRB. If those conditions cannot be met by a student, then that student may not be classified until the final marks are received.

1.5. The 60-credit masters Dissertation/Project module must be treated separately and cannot be substituted by a 'derived mark' or 'provisional derived mark'. The outcome for this module should 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 their final exam boards where possible.

## **2. For progression from taught stage to dissertation stage:**

2.1 For PGT taught modules where the dissertation stage does not have a pre-requisite of any of the taught modules, the student can progress to dissertation stage.

2.2 For PGT taught modules where the dissertation module has a pre-requisite of one or more taught stage modules for progression onto the dissertation stage, 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.

### 3. Derivation of marks at taught stage

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 PGT exam boards, UoN will instead and as far as possible make use of a mixture of marks from completed modules, and marks derived from incomplete and/or completed modules, using all Completed Marks available (as defined in Clauses 1 and 2 of 'PGT: How to calculate a derived mark'). 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).

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. If by the Exam Board Cutoff date a 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 either a 'derived mark' or a 'provisional derived mark', as appropriate, 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'. The 'derived mark' / 'provisional derived mark' will not apply to the dissertation/project stage.

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/provisional 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/provisional derived mark); in such circumstances the derived mark/provisional derived mark would not be recalculated.

3.3 Derived marks, including 'provisional 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 taught 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.

#### **4. Derivation of marks at dissertation stage**

4.1 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 PGT exam boards, UoN will instead and as far as possible make use of a marks from completed dissertation/project module marked assessment(s) where sufficient assessment has been completed to enable a reasonable judgement about likely performance to be made. 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 the dissertation/project 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 the dissertation/project module prior to the Exam Board Cutoff date that are worth at least 50% of the module, and all module assessments were completed, then we will use those marks as the student's mark for the module on a 'part for whole' basis (noting the requirement to also comply with clause 1.4 above).
- c. If a student has marks for the dissertation/project module prior to the Exam Board Cutoff date that are worth less than 50% of the module, or no marks, then it is not possible to apply a 'part for whole' mark or to calculate a derived mark/provisional derived mark due to insufficient evidence base in this stage.

4.2 Marks given 'part for whole' can appear on a transcript as module marks.

#### **5. Classification**

5.1 If any module mark is generated by the application of clauses 3.1b, 3.1c (for taught stage) or 4.1b (for dissertation stage), 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 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).

5.2 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, 3.1c (for taught stage) or 4.1b (for dissertation stage) (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 assignment/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, as could their classification.
- c. we are not able to guarantee when they will receive their marks or classification. It is likely that graduation will be delayed.

5.3 If it is not possible to give a module mark (e.g. under the application of clause 3.1c for taught modules or clause 4.1c for the dissertation module), then, provided the student completed all the original assessments, the following will apply. Where there was an original assessment, the student will need to wait for this assessment to be marked and/or where there was no original assessment, or the original assessment will never be marked, the student will automatically be offered an equivalent sit opportunity(s).

For avoidance of doubt, this means it has not yet been possible to classify the student. In these circumstances, we are not able to guarantee when the student will receive their marks or classification.