

I. UG 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.
 - a. In order to apply the regulations described here:
 - b. 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.
 - c. Students must Submit all their Assessments even if a disruption is expected (for example, during a marking boycott). This includes reassessments 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.
2. A student's choosing to not Submit an Assessment will result in the award of a mark of zero for that Assessment.
3. 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).

Application of the Contingency Regulations

4. 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 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).
5. 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.
6. 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.

- a. 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).
 - b. 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 a Derived mark for each Assessment that does not have an Actual Mark or Part For Whole Mark. The selection of marks to use and the formula used are explained in 'Undergraduate: How to calculate a Derived Mark'.
- 7. 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) but then received prior to the Exam Board Cutoff, 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.
- 8. 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.

Students with Extenuating Circumstances

- 9. 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).
- 10. In line with Clause 7, Actual Marks, Part for Whole Marks and Derived Marks may be utilized to determine the module marks.
- 11. In line with Clause 7, if by the Exam Board Cutoff Date 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). 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 module.
- 12. In line with Clause 7, if there are 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 a Derived mark for each Assessment that does not have an Actual Mark or Part For Whole Mark. The 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. This means that any resulting Derived Mark will be negatively impacted (lowered) and this is the 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 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:

- 13.If the Part for Whole Mark or Derived Mark is lower than average for the Stage, the School may discount up to 20 credits (on a module basis, not by elements of Assessment) of these Part For Whole Marks or Derived Marks for the classification decision. This must be minuted in the Exam Board. This provision is separate from, and additional to, any application of Regulation 26b. 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.
- 14.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 is lower than average for the Stage, then the School may discount up to 40 credits of Zero Affected Modules for the classification decision. These credits for discounting must be determined on a module basis, not elements of Assessment. This must be minuted at the Exam Board. This provision would include any application of Regulation 26b (For example, a School could discount 20 credits under 26b plus 20 credits under this clause; or 0 credits under 26b plus up to 40 credits under this clause).

Decision period

- 15.If any module mark is designated as a Part For Whole Mark or a 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.

- (i) The student must choose either to:
- (ii) 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

- (ii) reject the classification and the associated marks. In this case the student will obtain Actual Marks as follows:
 - a) if there was an original Submitted Assessment and it is not yet marked, they must wait for that Assessment to be marked
 - and/or
 - b) 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.

17.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 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 and Derived 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 and resulting classification. It is likely that their graduation will be delayed.

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).

18. 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.