

# Individual mitigating circumstances (IMCs) and assessment — Briefing note no. 4



This briefing note provides summary technical information about how SAMIS will be used to record details of IMC claims, as well as how the reports for Boards of Examiners for Programmes (BEPs) will be updated to allow BEP members to assess the scope they have for relaxing normal progression parameters.

## Recording IMC claims on SAMIS

- Once the IMCs Panel has met, all IMC claims will be recorded on SAMIS indicating whether accepted or not accepted. Codes have been set up to indicate the reason for a claim not being accepted.
- If the claim is accepted, users will then record on SAMIS the mitigation grade against the assessment item affected, in the normal way. The unit grade is then agreed on SAMIS as *M* if the overall unit mark is <40%; or *PM* if the overall unit mark is ≥40% (see [SAMIS manual 7.3](#)). Users can also record on SAMIS summary descriptions and any recommendation to the BEP.
- The codes recorded on SAMIS indicating whether the claim has been accepted or not accepted will allow users to generate feedback letters/emails directly from SAMIS.

## New Business Objects report to allow evaluation of student's performance against unit average

- A new report will allow the Director of Studies to review an individual student's performance by comparing the individual's unit mark with the unit average. This will provide background information on the student's overall performance to help the BEP decide whether normal progression parameters should be relaxed.

## Changes to the NFA BEP Business Objects report

- Students with mitigation grades will continue to be processed under NFA rules with a suggested progression code of *UNASSIGNED*. This will ensure that users must make a *positive decision* to amend the progression code.
- A new tab will be created on the BEP report to show only students with mitigation grades; these students will be excluded from the main report tab.
- In addition to the normal columns of information, the following new columns will be included on the mitigation tab to show the key decision points corresponding to the decision-points on the BEP procedures (for example: Part 1 assessment, Figure 4, p. 29, of the full *IMCA* document — <http://www.bath.ac.uk/registry/imc/documents/imca.pdf>):
  - i. Are all IMC-affected units P1/P2? (Yes/No).
  - ii. Are all IMC-affected units P1/C1/P2/C2? (Yes/No).
  - iii. Provide a sum of credit for all units NOT P1/C1/P2/C2 whether IMC affected or not.
  - iv. Is the sum of credit for all units NOT P1/C1/P2/C2 ≤ nn%\* of stage load (Yes/No).

*\*This percentage figure varies in different Parts of the assessment process and will be displayed accordingly.*
- Using this information, the BEP will be able to decide how much scope it has for relaxing the normal parameters of the relevant NFA rule-set for the programme.

## Changes to the non-NFA BEP Business objects report

- The *IMCA* document provides a translation table between NFA and non-NFA terminology (Appendix 3, p. 19), but anticipates that specific meanings will need to be interpreted for different programmes. Moreover, while the Designated Essential Unit (DEU) *concept* might apply in a non-NFA context, such designations would not have been recorded on SAMIS.
- The Non-NFA BEP report will be amended to highlight those students with mitigation grades.
- The SAMIS team will investigate whether reports could be produced to assist BEPs in their non-NFA decision-making.

## Award classification scenarios/boundaries

- The SAMIS team will provide a new Business Objects report to allow departments/schools to paste raw data into the spreadsheet which will allow for the testing of various scenarios (as described in Figure 9, p. 46, of the full *IMCA* document).
- Those departments/schools which have historically not recorded mitigation on SAMIS will need to bring this information forward outside SAMIS, in order to facilitate their making of classification decisions within the context of the new IMC principles and procedures.