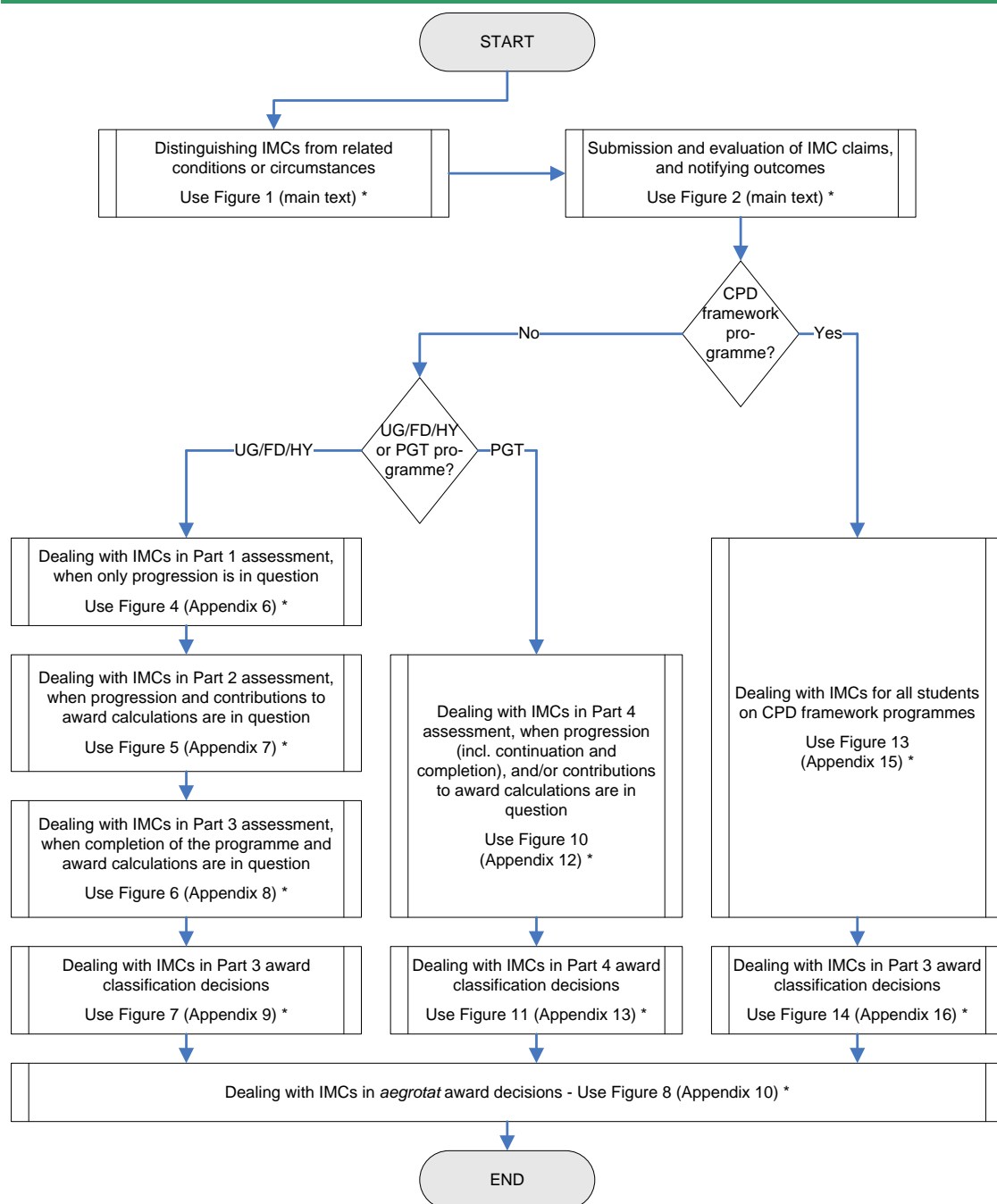


# Appendix 5: IMC procedural overview

## General context

1. This appendix provides an overall description of the procedures to be used in dealing with IMC claims and decision-making.

**Figure 3: IMC procedural overview**



\* If unclear, consult faculty/school Assistant Registrar in the first instance, and subsequently, if necessary, the Director of Academic Registry

2. The following abbreviations and definitions apply in the detailed criteria set out in Appendices 6–16. (for fuller descriptions where appropriate see: Appendix 3: Concepts & terms within & outside the NFA):

- BEP = Board of Examiners for Programmes.
- BoS = Board of Studies.
- DAP = designated alternative programme.
- DEU = designated essential unit; can only be passed  $\geq 40\%$ .
- DPA = dissertation/project average.
- DPC = dissertation/project credits.
- IMC = Individual mitigating circumstances.
- LCH = learning contract units at H-level.
- LCR = learning contract units awaiting re-assessment.
- LCU = learning contract units.
- OPA = overall programme average.
- OSA = overall stage average.
- PPR = programme progression requirement (min 40%).
- PRU = programme required unit.
- SRU = stage required unit.
- TSA = taught-stage(s) average.
- TSC = taught-stage(s) credits.
- P1 = “passed 1st attempt”.
- C1 = “condonable 1st attempt”.
- P2 = “passed 2nd attempt”.
- C2 = “condonable 2nd attempt”.
- P2(3) = “passed 2nd attempt (or 3rd attempt where permitted)”.
- C2(3) = “condonable 2nd attempt (or 3rd attempt where permitted)”.
- P3 = re-taken unit “passed 1st attempt”.
- P4 = re-taken unit “passed 2nd attempt”.

3. Remaining sections of this appendix deal first with Undergraduate programmes (outside the CPD framework), then with Postgraduate taught programmes (outside the CPD framework), and finally with all CPD-framework programmes.

### **Undergraduate programmes (outside the CPD framework)**

4. In Appendices 6–8, the criteria outlined are designed to be used as limited modifiers for stage-completion assessment-related criteria:

a. Within and outside the NFAAR-UG, NFAAR-FD, and NFAAR-HY:

- Within the NFAAR-UG, NFAAR-FD, and NFAAR-HY contexts, this means that the normal relevant NFAAR-UG, NFAAR-FD, and NFAAR-HY decision-making criteria are those which can be modified by the IMC-related criteria.

- Outside the NFAAR-UG, NFAAR-FD, and NFAAR-HY contexts, this means that the normal relevant programme regulations are those which can be modified by the IMC-related criteria.
- b. At the end of stages of any credit total.
  - c. For coexistent and stand-alone programmes as defined within the NFAAR-UG.
  - d. In both main and supplementary assessment periods (since students may have IMCs to claim for the main assessment period and/or the supplementary assessment period, and might, during a supplementary assessment period, be undergoing deferred assessment as for the first time or undergoing re-assessment to retrieve failure at a first attempt).
5. In Appendices 6–9, for the reasons given in para. 14 of the main text (p. 8), the IMC criteria describe the scope for relaxing normal parameters. They therefore describe the extent to which a Board of Examiners for Programmes *may* go, acknowledging that, after the proper application of discretion and academic judgement, it may be inappropriate to adopt the maximum amount of the available flexibility.
  6. Appendix 6 relates to Part 1 assessment decision-making where all or some of the units' summative assessments are subject to valid and significant IMC claims. Part 1 summative assessments are normally progress assessments rather than final assessments. These provisions relate to all units required within a student's programme of study, *i.e.*, compulsory or optional/elective units (but excluding extra-curricular units). The decision-making criteria outlined are to be used as limited modifiers for the normal decision-making criteria for Part 1 assessments.
  7. Appendix 7 relates to Part 2 assessment decision-making where all or some of the units' summative assessments are subject to valid and significant IMC claims. Part 2 summative assessments are normally both progress and final assessments. These provisions relate to all units required within a student's programme of study, *i.e.*, compulsory or optional/elective units (but excluding extra-curricular units). The decision-making criteria outlined are to be used as limited modifiers for the normal decision-making criteria for Part 2 assessments.
  8. Appendix 8 relates to Part 3 assessment decision-making where all or some of the units' summative assessments are subject to valid and significant IMC claims. Part 3 summative assessments are normally final assessments only, without any progress assessment aspect. These provisions relate to all units required within a student's programme of study, *i.e.*, compulsory or optional/elective units (but excluding extra-curricular units). The decision-making criteria outlined are to be used as limited modifiers for the normal decision-making criteria for Part 3 assessments that determine whether the stage has been satisfactorily completed, before consideration is given to the level of any award.
  9. In Appendix 9, the criteria outlined are designed to be used as limited modifiers for the normal decision-making criteria for classifications after Part 3 assessments:
    - a. Within and outside the NFAAR-UG and NFAAR-HY:
      - Within the NFAAR-UG and NFAAR-HY contexts, this means that the normal relevant NFAAR-UG and NFAAR-HY decision-making criteria are those which can be modified by the IMC-related criteria.
      - Outside the NFAAR-UG and NFAAR-HY contexts, this means that the normal relevant programme regulations are those which can be modified by the IMC-related criteria, embodying as they do the relevant University criteria for different award types:
 

*Honours degree programmes, as outlined in paras 9.1 and 9.2, but explicitly disregarding para. 9.6, of QA35 Assessment Procedures for Programmes not compliant with the New Framework for Assessment: Assessment Regulations (NFAAR).*

See: <http://www.bath.ac.uk/learningandteaching/cop/qastatements/QAX/QA35.pdf>.

*Ordinary degree programmes, as outlined in paras 9.3 and 9.4, but explicitly disregarding para. 9.6, of QA35 Assessment Procedures for Programmes not compliant with the New Framework for Assessment: Assessment Regulations (NFAAR).*

See: <http://www.bath.ac.uk/learningandteaching/cop/qastatements/QAX/QA35.pdf>.

- b. After stages of any credit total.
- c. For coexistent and stand-alone programmes as defined within the NFAAR-UG.
- d. After both main and supplementary assessment periods (since students may have claimed IMCs for the main assessment period and/or the supplementary assessment period, and might, during a supplementary assessment period, have undergone deferred assessment (as for the first time) or made a second attempt to retrieve failure at a first attempt).
- e. In relation to all units required within a student's programme of study, *i.e.*, compulsory or optional/elective units (but excluding extra-curricular units).
- f. Where:
  - One or more summative assessments contributing to the award calculation have been subject to valid and significant IMC claims that have not been nullified through deferred assessment; and
  - Such classifications are defined as appropriate either because the only relevant IMCs occurred in Part 2, or because any IMCs occurring in Part 3 led to this point by application of the criteria specified in Appendix 8: BEP procedures for Part 3 assessment (non-CPD).
  - The "classifications" may be the thresholds of:
    - Honours degree classification awards.
    - Pass/Merit in ordinary degree awards.

### Postgraduate taught programmes (outside the CPD framework)

10. In Appendix 12, the criteria outlined are designed to be used as limited modifiers for assessment-related criteria for monitoring progress at any moment in a programme, for progression decisions at any stage completion point (including after supplementary assessment), and for monitoring for satisfactory completion of a programme:
  - a. Within and outside the NFAAR-PGT:
    - Within the NFAAR-PGT context, this means that the normal relevant NFAAR-PGT decision-making criteria are those which can be modified by the IMC-related criteria.
    - Outside the NFAAR-PGT context, this means that the normal relevant programme regulations are those which can be modified by the IMC-related criteria.
  - b. At the end of stages of any credit total.
  - c. For programmes leading to any of the awards defined within the NFAAR-PGT.
  - d. In both main and supplementary assessment periods (since students may have IMCs to claim for the main assessment period and/or the supplementary assessment period, and might, during a supplementary assessment period, be undergoing deferred assessment as for the first time or undergoing re-assessment to retrieve failure at a first attempt).
11. In Appendix 12, for the reasons given in para. 14 of the main text (p. 8), the IMC criteria describe the scope for relaxing normal parameters. They therefore describe the extent to which a Board of Examiners for Programmes *may* go, acknowledging that, after the proper application of discretion and academic judgement, it may be inappropriate to adopt the maximum amount of the available flexibility.

12. Appendix 12 relates to Part 4 assessment decision-making where all or some of the units' summative assessments are subject to valid and significant IMC claims. Part 4 summative assessments are normally both progress and final assessments. These provisions relate to all units required within a student's programme of study, *i.e.*, compulsory or optional/elective units (but excluding extra-curricular units). The decision-making criteria outlined are to be used as limited modifiers for the normal decision-making criteria for Part 4 assessments that determine whether the stage has been satisfactorily completed, before consideration is given to the level of any award.
13. In Appendix 13, the criteria outlined are designed to be used as limited modifiers for the normal decision-making criteria for classifications after Part 4 assessments:
- a. Within and outside the NFAAR-PGT:
    - Within the NFAAR-PGT context, this means that the normal relevant NFAAR-PGT decision-making criteria are those which can be modified by the IMC-related criteria.
    - Outside the NFAAR-PGT context, this means that the normal relevant programme regulations are those which can be modified by the IMC-related criteria, embodying as they do the relevant University criteria for different award types:
 

*Postgraduate taught master programmes, as outlined in the Postgraduate Commonality Rules.*  
See: <http://www.bath.ac.uk/student-records/sreo.bho/pgcommonality.htm>.
  - b. After stages of any credit total.
  - c. For programmes leading to any of the awards defined within the NFAAR-PGT.
  - d. After both main and supplementary assessment periods (since students may have claimed IMCs for the main assessment period and/or the supplementary assessment period, and might, during a supplementary assessment period, have undergone deferred assessment (as for the first time) or made a second attempt to retrieve failure at a first attempt).
  - e. In relation to all units required within a student's programme of study, *i.e.*, compulsory or optional/elective units (but excluding extra-curricular units).
  - f. Where:
    - One or more summative assessments contributing to the award calculation have been subject to valid and significant IMC claims that have not been nullified through deferred assessment; and
    - Such classifications are defined as appropriate because the IMCs occurring in Part 4 led to this point by application of the criteria specified in Appendix 12: BEP procedures for Part 4 progression assessment (incl. completion of programme) (non-CPD).
    - The "classifications" will be the thresholds of:  
Pass/Merit/Distinction in postgraduate taught programme awards.

### CPD-framework programmes

14. In Appendix 15, the criteria outlined are designed to be used as limited modifiers for assessment-related criteria for monitoring progress at any moment in, and/or completion of, a CPD-framework programme, for progression decisions at any point (including after supplementary assessment), and for monitoring for satisfactory completion of a programme:
- a. Within the NFAAR-CPD, where this means that the normal relevant NFAAR-CPD decision-making criteria are those which can be modified by the IMC-related criteria.
  - b. At any assessment point.

- c. For programmes leading to any of the awards defined within the NFAAR-CPD.
        - d. In both main and supplementary assessment periods (since students may have IMCs to claim for the main assessment period and/or the supplementary assessment period, and might, during a supplementary assessment period, be undergoing deferred assessment as for the first time or undergoing re-assessment to retrieve failure at a first attempt).
- 15. In Appendix 15, for the reasons given in para. 14 of the main text (p. 8), the IMC criteria describe the scope for relaxing normal parameters. They therefore describe the extent to which a Board of Examiners for Programmes *may* go, acknowledging that, after the proper application of discretion and academic judgement, it may be inappropriate to adopt the maximum amount of the available flexibility.
- 16. Appendix 16 indicates the criteria designed to be used as limited modifiers for the normal decision-making criteria for classifications:
  - a. Within the NFAAR-CPD, where this means that the normal relevant NFAAR-CPD decision-making criteria are those which can be modified by the IMC-related criteria.
  - b. In relation to all learning contract units (LCUs) required within a student's programme of study.
  - c. Where:
    - One or more summative assessments contributing to the award calculation have been subject to valid and significant IMC claims that have not been nullified through deferred assessment; and
    - Such classifications are defined as appropriate in the terms illustrated.
    - The "classifications" may be the thresholds of:
      - Honours degree classification awards.
      - Pass/Merit/Distinction in postgraduate taught programme awards.