

Appendix 8: BEP procedures for Part 3 assessment (non-CPD)

1. In all cases, the Board of Examiners for Programmes must:
 - a. Require that all Designated Essential Units (DEUs) be passed according to the normal criteria (P1/P2), whether or not affected by IMCs.
 - b. Neither permit nor require supplementary assessment in any unit that has been passed according to the normal criteria (P1/P2, or where appropriate P3/P4) even though affected by IMCs (unless in the repeat of a whole stage as for the first attempt in appropriate cases).
 - c. In Foundation degree programmes, require supplementary assessment in each failed unit not affected by IMCs (up to the normal limits, beyond which repeating a stage or withdrawal would be required).

2. Subject to the provisions of para. 1 of this Appendix, and after due consideration of the valid IMCs' significant effects on assessment, the following detailed IMC criteria will be applied in sequence in relation to main or supplementary assessments at the end of a stage:

- a. In cases where the student has one or more IMC-affected units that are failed (non-P1/P2) DEUs, the Board of Examiners for Programmes making a stage-completion decision for an individual student *may* allow (additional) failed IMC-affected DEUs to be given deferred assessment, beyond the normal stage completion criteria.

For example:

A student being assessed within the NFA who has failed three six-credit DEUs, one of which had been affected by IMCs, might be permitted to undertake supplementary assessment in all three, with the two failed DEUs not affected by IMCs being assessed for the retrieval of failure and the third IMC-affected DEU being assessed as for the first attempt.

- b. In cases where the student has passed (P1/P2) all IMC-affected units, the Board of Examiners for Programmes making a stage-completion decision for an individual student will flag all IMC-affected units not given deferred assessment and:
 - In non-Foundation degree programmes, *may* consider the award of a classified degree according to the IMC classification algorithm (see Appendix 9: BEP procedures for IMC-related Part 3 award classification (non-CPD)).

For example:

A student whose performance has been impaired by IMCs but has nonetheless passed all IMC-affected units may be considered for the award of a classified award in the manner described in Appendix 9: BEP procedures for IMC-related Part 3 award classification (non-CPD).

- In Foundation degree programmes, *may* proceed to the award of a degree according to the normal credit-accumulating rules.

Note: There is no classification or grading of Foundation degrees and so no need to provide for judgement to be exercised in this respect. Where the University requires as an admission criterion the achievement of a specified percentage in a Foundation degree to permit entry to an Honours Year programme, any discretion in respect of IMCs having affected performance can be applied at that point.

- c. In Foundation degree programmes, where some or all of the IMC-affected Part 3 units are failed (non-P1/P2/P3/P4), the Board of Examiners for Programmes making a stage-completion decision for an individual student *may* allow deferred assessment for failed IMC-affected units beyond the normal stage completion criteria and/or, where appropriate, *may* allow deferred assessment for IMC-affected units otherwise now becoming UX.

For example:

A student who has taken one unit worth six credits as a partial stage repeat and, having had to take supplementary assessment after marginal failure in the main assessment for that unit, has now failed that because of IMCs, might be permitted to undertake deferred assessment, rather than being considered for the award of an aegrotat award. Failure in the deferred assessment would result in that unit's becoming UX.

- d. In non-Foundation degree programme cases where the credit value of IMC-affected failed (non-P1/P2) Part 3 units does not exceed 20% of the stage load, the Board of Examiners for Programmes making a stage-completion decision for an individual student will flag all IMC-affected units not given deferred assessment and *may* consider the award of a classified degree according to the IMC classification algorithm (see Appendix 9: BEP procedures for IMC-related Part 3 award classification (non-CPD)).

For example:

A student undergoing assessment in a 60-credit stage of a programme within the NFA might have IMC-affected failed units worth 12 credits. Such a student may be considered for the award of a classified award in the manner described in Appendix 9: BEP procedures for IMC-related Part 3 award classification (non-CPD).

- e. In non-Foundation degree programmes cases where the credit value of IMC-affected failed (non-P1/P2) Part 3 units exceeds 20% but does not exceed 50%* of the stage load, and after consideration of the best interests of the student (normally with her/his agreement) it has been determined that further study/assessment is not desirable, the Board of Examiners for Programmes making a stage-completion decision for an individual student must minute the details of its reasoning, will flag all IMC-affected units not given deferred assessment, and *may* consider the award of a classified degree according to the IMC classification algorithm (see Appendix 9: BEP procedures for IMC-related Part 3 award classification (non-CPD)).

For example:

A student undergoing assessment in a 60-credit stage of a programme within the NFA might have IMC-affected failed units worth 30 credits as a result of the disruption and distress caused by the death of a close relative and the consequent undertaking of additional family caring responsibilities. If, in these circumstances, the student feels unable to undertake deferred assessment at the next opportunity, but has an overall programme average (OPA) nonetheless which could allow for the award of a classified honours degree in preference to an aegrotat award being considered, the student may be considered for the award of a classified award in the manner described in Appendix 9: BEP procedures for IMC-related Part 3 award classification (non-CPD).

- f. In non-Foundation degree programmes cases where the credit value of IMC-affected failed (non-P1/P2) Part 3 units exceeds 20% but does not exceed 50%* of the stage load, and after consideration of the best interests of the student (normally with her/his agreement) it has been determined that further study/assessment is desirable, the Board of Examiners for Programmes making a stage-completion decision for an individual student *may* allow deferred assessment for failed IMC-affected units that are not DEUs beyond the normal stage completion criteria.

For example:

A student undergoing assessment in a 60-credit stage of a programme within the NFA might have IMC-affected failed units worth 30 credits as well as one 6-credit failed DEU that was unaffected by IMCs. Such a student might be permitted to undertake supplementary assessment for the retrieval of failure in the DEU and deferred assessment in the other failed units worth 30 credits, rather than being considered for the award of an aegrotat award.

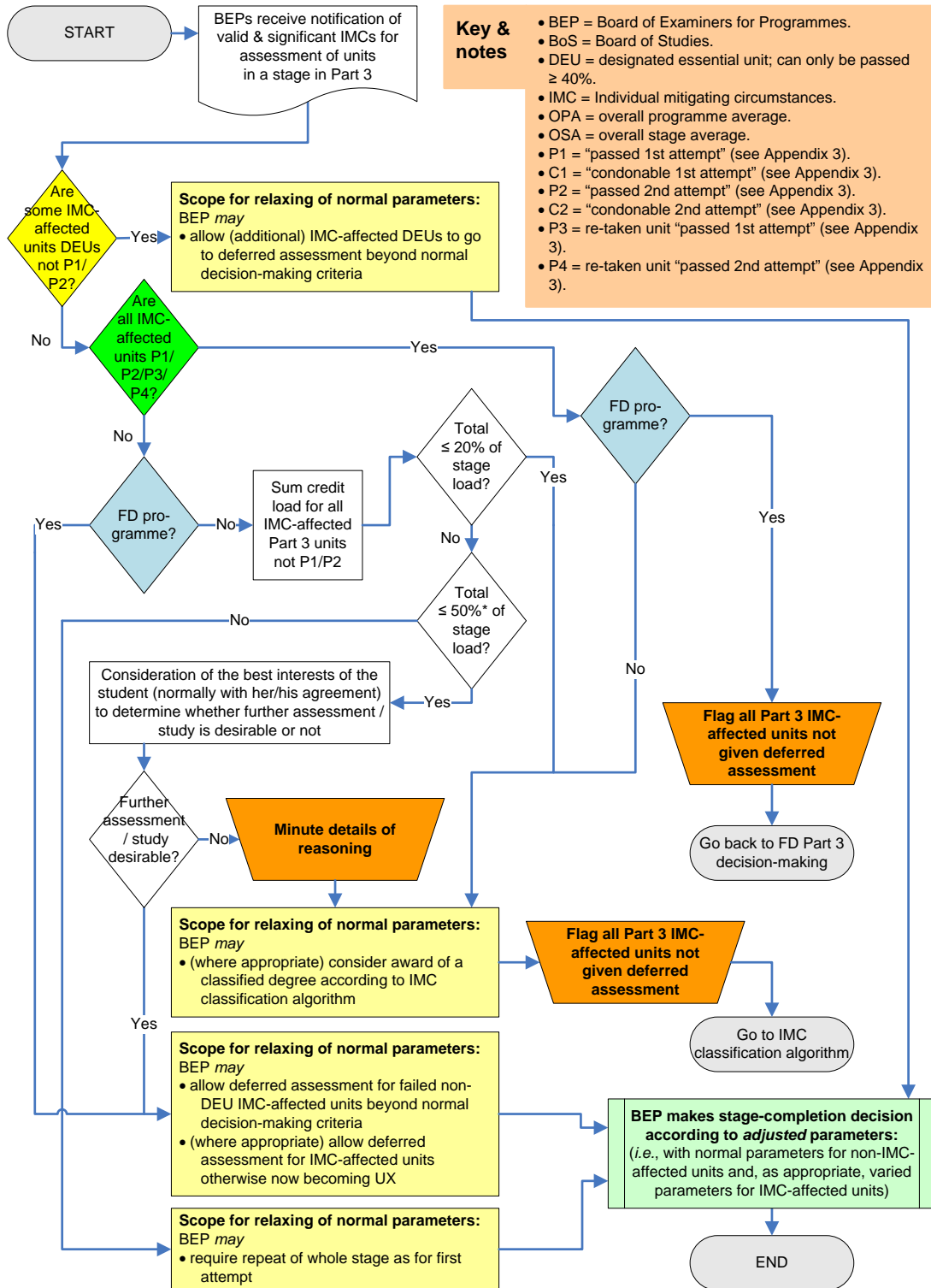
- g. In non-Foundation degree programmes cases where the credit value of IMC-affected failed (non-P1/P2) Part 3 units exceeds 50%* of the stage load, the Board of Examiners for Programmes making a stage-completion decision for an individual student *may* require the repeating of the whole stage as for the first attempt.

For example:

A student undergoing assessment in a 60-credit stage of a programme within the NFA might have IMC-affected failed units worth 36 credits as well as one 6-credit failed DEU that was unaffected by IMCs. Such a student might be required to repeat the whole stage as for the first attempt.

* This threshold is the *normal* limit for distinguishing between the two subsequent sets of actions. The BEP may, at its discretion, use a higher threshold here to allow a student to undertake more deferred assessment in failed (non-C1/C2) IMC-affected units, rather than moving to require a repeat of the whole stage.

Figure 6: BEP procedures for Part 3 assessment (non-CPD)



Key & notes

- BEP = Board of Examiners for Programmes.
- BoS = Board of Studies.
- DEU = designated essential unit; can only be passed ≥ 40%.
- IMC = Individual mitigating circumstances.
- OPA = overall programme average.
- OSA = overall stage average.
- P1 = "passed 1st attempt" (see Appendix 3).
- C1 = "condonable 1st attempt" (see Appendix 3).
- P2 = "passed 2nd attempt" (see Appendix 3).
- C2 = "condonable 2nd attempt" (see Appendix 3).
- P3 = re-taken unit "passed 1st attempt" (see Appendix 3).
- P4 = re-taken unit "passed 2nd attempt" (see Appendix 3).

* This threshold is the *normal* limit for distinguishing between the two subsequent sets of actions. The BEP may, at its discretion, use a higher threshold here to allow a student to undertake more deferred assessment in failed (non-C1/C2) IMC-affected units, rather than moving to require a repeat of the whole stage.

This page is intentionally blank