

## Appendix 12: BEP procedures for Part 4 progression assessment (incl. completion of programme) (non-CPD)

1. In all cases, the Board of Examiners for Programmes must require that all the normal rules of assessment in Part 4 be met, except as specifically set out otherwise in this appendix. In particular, the Board of Examiners for Programmes must:
  - a. Require that all Designated Essential Units (DEUs) and Dissertation/project credit units (DPCs) be passed according to the normal criteria (P1/P2/DPA), 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) even though affected by IMCs (unless in the repeat of a whole stage as for the first attempt in appropriate cases).
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 passed (P1/P2) all IMC-affected units, the Board of Examiners for Programmes making a progression/completion decision for an individual student *may* disregard any taught stage(s) average (TSA) requirement higher than 40.00% in the normal progression/completion criteria.

*For example:*

*A student undergoing assessment on a PGT Master programme within the NFA might have passed all units in the taught stage(s) but, the level of performance having been impaired by IMCs, have a TSA less than the 50.00% required by the programme regulations for progression to the dissertation/project stage of the Master programme. Such a student might be permitted to proceed to the dissertation/project stage of the programme rather than being required to transfer to the Designated Alternative Programme (leading to a Postgraduate Diploma award).*

*A student whose performance has been impaired by IMCs but has nonetheless passed all IMC-affected units may be considered for an award according to the procedures described in Appendix 13: BEP procedures for IMC-related Part 4 award classification (non-CPD).*

- b. In cases where the student has passed (P1/P2), or has condonable fails (C1/C2) in, all IMC-affected units, the Board of Examiners for Programmes making a progression/completion decision for an individual student *may* disregard any taught stage(s) average (TSA) requirement higher than 40.00% in the normal progression/completion criteria, and/or *may* condone additional C1/C2 units beyond the normal *Compensation of condonable failures rule*.

*For example:*

*A student undergoing assessment in a 60-credit taught stage of a PGT Master programme within the NFA might have passed units worth 36 credits, have IMC-affected units worth 24 credits which all fall within the C1 range, and a TSA less than the 50.00% required by the programme regulations for progression to the dissertation/project stage of the Master programme due to impaired performance resulting from the IMCs. Such a student might be permitted to proceed to the dissertation/project stage of the programme without supplementary assessment in spite of the number of C1 credits, and in spite of the TSA achieved not being at or above the required threshold.*

*A student whose performance has been impaired by IMCs but has nonetheless passed all IMC-affected units and/or achieved marks in the condonable fail range for all IMC-affected units may be considered for an award according to the procedures described in Appendix 13: BEP procedures for IMC-related Part 4 award classification (non-CPD).*

- c. In cases where the sum of the credit value of failed units (not P1, C1, P2, or C2), whether or not affected by IMCs, does not exceed 40%\* of the stage load, or where safe progression under sub-para. b above could not be expected, the Board of Examiners for Programmes making a progression/completion decision for an individual student *may* disregard any taught stage(s) average (TSA) requirement higher than 40.00% in the normal progression/completion criteria, and/or *may* condone additional C1/C2 units beyond the normal *Compensation of condonable failures rule*, and/or *may* disregard an incomplete taught stage(s) average (TSA) calculation resulting from the fact that deferred assessment is pending in non-stage-

required units (non-SRUs), but will require deferred assessment in each failed (non-C1/C2) IMC-affected unit (*i.e.*, outwith the *Maximum retrieval rule*).

*For example:*

*A student undergoing assessment in a 60-credit taught stage of a PGT Master programme within the NFA might have 30 credits of failed (non-SRU) units (including 24 credits of condonable fails) some of which were affected by IMCs. The Board might condone some condonable units within the normal parameters, and then require deferred assessment in any IMC-affected non-condonable units as well as supplementary assessment for the retrieval of failure in other units. All of the deferred and supplementary assessment could be permitted to occur in the normal supplementary assessment period with the student progressing, meanwhile, to the dissertation/project stage of the programme.*

*A student reaching the end of a programme whose performance has been impaired by IMCs but has nonetheless passed all IMC-affected units and/or achieved marks in the condonable fail range for all IMC-affected units may be considered for an award according to the procedures described in Appendix 13: BEP procedures for IMC-related Part 4 award classification (non-CPD).*

- d. In cases where the sum of the credit value of failed units (not P1, C1, P2, or C2), whether or not affected by IMCs, exceeds 40%\* of the stage load, or where safe progression under sub-paras b–c above could not be expected, the Board of Examiners for Programmes making a progression/completion decision for an individual student *may* require completion of all deferred and other supplementary assessments before making the taught stage(s) average calculation or other progression/completion decision, or *may* require the student to repeat the whole stage as for a first attempt.

*For example:*

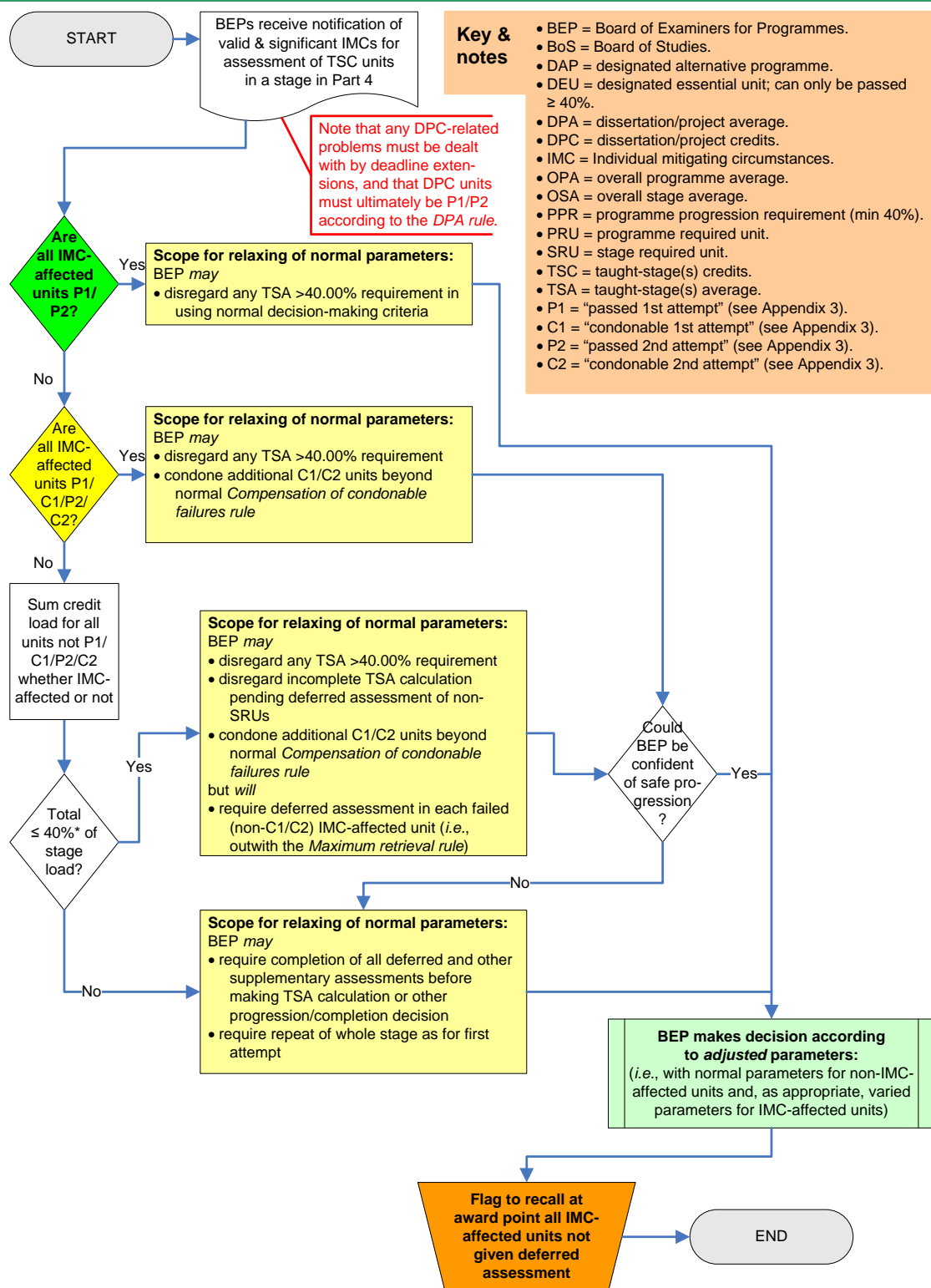
*A student on a PGT Master programme within the NFA context for whom the results for a majority of the unit assessments across the entire stage had been severely affected by IMCs, as well as suffering fails in other units, such that the OSA from the main assessments fell below 30.00%, might be required to repeat the whole stage as for a first attempt (rather than being required to transfer to a Designated Alternative Programme or to withdraw from the University).*

3. After determining the appropriate progression/completion decisions, the Board of Examiners for Programmes must arrange for all IMC-affected units not given deferred assessment to be flagged for recall in Part 4 award decision-making.

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\* 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 10: BEP procedures for Part 4 progression assessment (incl. completion of programme) (non-CPD)**



**Key & notes**

- 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.
- OPA = overall programme average.
- OSA = overall stage average.
- PPR = programme progression requirement (min 40%).
- PRU = programme required unit.
- SRU = stage required unit.
- TSC = taught-stage(s) credits.
- TSA = taught-stage(s) 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).

Note that any DPC-related problems must be dealt with by deadline extensions, and that DPC units must ultimately be P1/P2 according to the DPA rule.

\* 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.

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