

## Appendix 31: Limited trailing of IMC-related assessments

1. This appendix relates to specific provisions approved by the University Senate at its meeting on 12 June 2013 for immediate availability for use in a narrow range of circumstances.
2. In outline, these provisions modify/clarify certain criteria in the decision-making rules of the NFAAR-UG appendices for main and supplementary assessments:
  - a. To permit a student, who because of valid and accepted individual mitigating circumstances (IMCs) has not had a second assessment opportunity, to complete the assessment requirements for up to 12 credits of affected non-Designated Essential Units (DEUs) in the next stage of her/his programme.
  - b. To clarify that a student, who because of valid and accepted individual mitigating circumstances, has not had a second assessment opportunity either for one or more Designated Essential Units (DEUs) or for units amounting to more than 12 credits, shall be permitted to complete the assessment requirements for these units during a period of suspended registration, with a view to qualifying to proceed to the next stage subsequently.

### Additional decision-making criteria for IMC-related threats to progression

3. In greater detail, this means that, to be considered under para. 2.a above, all of the following conditions must apply:
  - a. A progression decision under the provisions of the NFAAR-UG must be pending.
  - b. All of the second assessment opportunities in question for the student occurred on or after 12 June 2013.
  - c. All of the assessments in question for the student remain incomplete because of valid and accepted individual mitigating circumstances that affected:
 

*either* the first attempt (thus requiring a deferred first attempt during the supplementary assessment period that has now been unsuccessful or has not been taken because of valid and accepted individual mitigating circumstances);

*or* the normal second attempt during the supplementary assessment period (such that it has not yet been successful).
  - d. All of the assessments in question relate to units worth no more than 12 credits, none of which is a designated essential unit.
4. If any of the conditions listed in para. 3.a–c is not met, this appendix is not applicable.
5. If the conditions in para. 3.d are not met, the student must suspend her/his studies and complete the outstanding assessments during the next academic year with a view then to qualifying to proceed.
6. Where all of conditions listed in para. 3.a–c are met, a conditional progression (CP) decision may be recorded for the student, such that:
  - a. The student may choose (by a deadline to be set in each case) whether to accept the CP decision or to suspend her/his studies and complete the outstanding assessments during next academic year with a view then to qualifying to proceed.
  - b. A student who accepts the CP decision must meet both sets of assessment requirements to proceed thereafter, and must be judged first by the rules of the original stage trailed assessments in the event that those have not been passed.
7. The above decision-making process is illustrated as a flowchart below in Figure 24.

### Additional decision-making criteria after trailing of IMC-related assessments

8. At the end of the stage into which the student has moved, having accepted the CP decision, the following criteria will be applied in sequence, referring as necessary to the separate assessment requirements of the current stage and the preceding stage. Thus:

- a. A student who has now met the trailed assessment requirements from the preceding stage:
- Will have the conditional progression (CP) restrictions cancelled; and
  - Will have an end of stage decision made according to the normal relevant rules for the end of the current stage.

**Note that outcomes could include all normal outcomes for end of the current stage, e.g.:**

*Pass and proceed to the next stage of the same programme;*

*Repeat stage of the same programme;*

*Transfer to appropriate stage of DAP;*

*Fail and withdraw.*

**If in doubt, consult the Director of Academic Registry.**

- b. A student who has not met the trailed assessment requirements from the preceding stage:
- Will have the current stage performance judged according to its criteria, with the outcome being recorded and held as conditional for immediate use if / when the preceding stage has been successfully completed; and
  - Will be subject to the preceding stage criteria to determine the immediate outcome.

**Note that:**

*A student may not proceed beyond the current stage trailing assessments from the preceding stage;*

*A student may not repeat the current stage trailing assessments from the preceding stage;*

*A student may be permitted to suspend study to undertake any remaining, normally allowed supplementary assessment (e.g., if IMCs prevented completion of the preceding stage assessments);*

*A student may repeat the preceding stage only if normal repeating rules allow;*

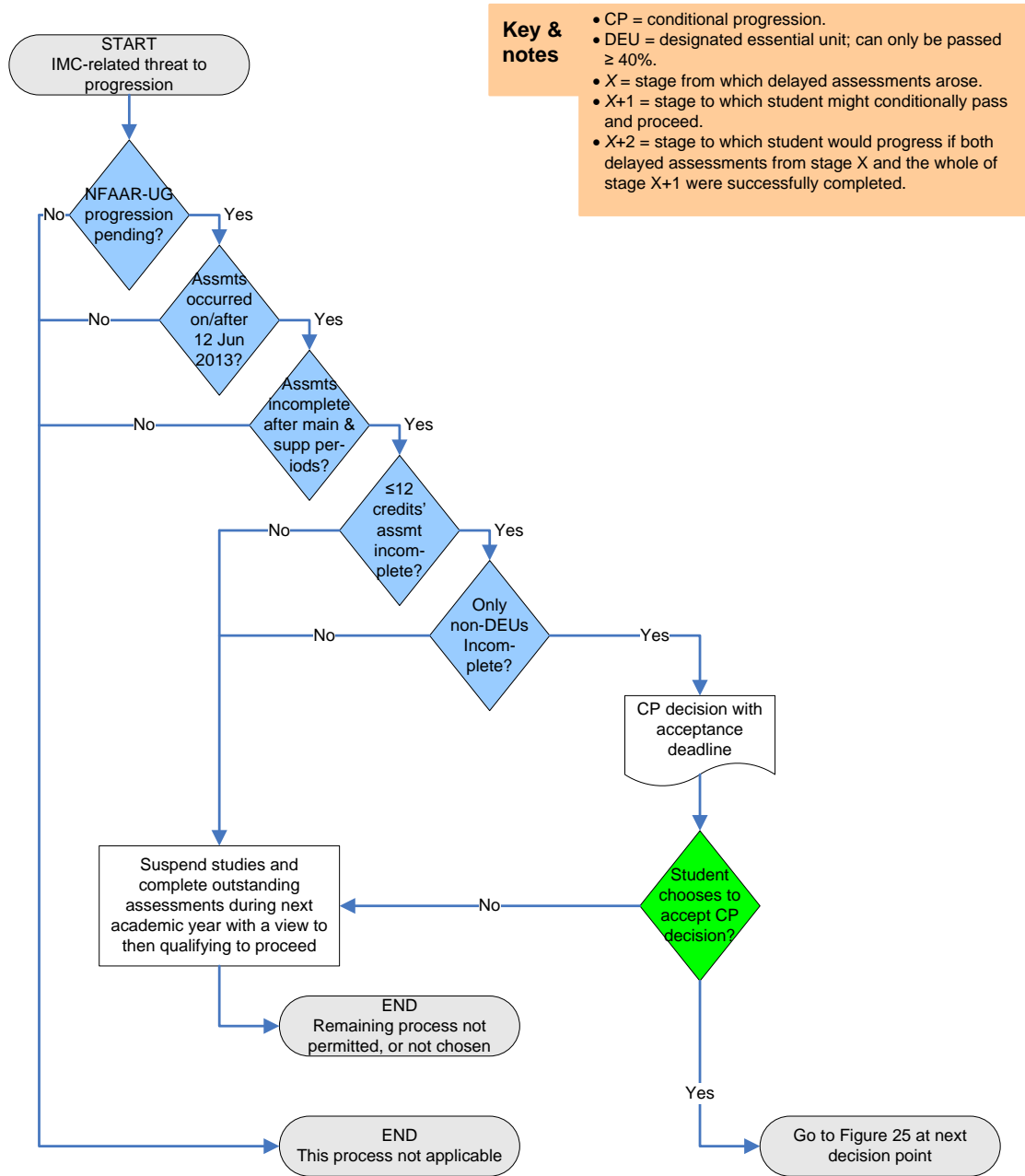
*A student may fail and transfer to DAP if normal rules allow;*

*A student might be required to fail and withdraw.*

**If in doubt, consult the Director of Academic Registry.**

9. The above decision-making process is illustrated as a flowchart below in Figure 25.

**Figure 24: Additional decision-making criteria for IMC-related threats to progression**



**Figure 25: Additional decision-making criteria after trailing of IMC-related assessments**

