Administrators Guide to Assessment Regulations and Quercus 2009/2010

Assessment of Units and Unit awards

20.8 (17) - ‘The form of assessment for each unit must be specified within the unit descriptor. Where there is more than one element of assessment, the weighting attached to each element must be identified on the unit descriptor. The marks/grades for all elements of assessment will normally be aggregated to determine the overall unit result.’

Each element of assessment is set up against the unit within quercus. Where a unit is aggregated, a pass mark of 0 is entered against the assessment, and the elements of assessment are ‘bonded’.

20.9 (18) – ‘Exceptionally, there may be a requirement for individual assessments to be passed in their own right. Such exceptions must be approved through either the programme approval or unit and programme modification processes and stated on the unit descriptor.’

Where an individual assessment is to be passed in its own right, a pass mark will be entered against the assessment in quercus.

Unit pass mark

20.9 (20) – ‘The overall unit pass mark is 40%, unless a grade is used, in which case the grade shall be ‘Pass’. Individual elements of assessment will normally be aggregated (see paragraph 17). Where an element must be passed in its own right, the pass mark is 40%.’

In quercus the grade scheme is set up to calculate a unit to a pass if the unit total is greater or equal to 39.5%.

Where an individual assessment is to be passed in its own right, a pass mark will be entered against the assessment in quercus.

Late submission of coursework

20.9 (21) – ‘Coursework, which is submitted no later than five working days after the scheduled hand-in date, should be marked as normal and a 10 mark academic penalty applied. This will be confirmed at the Unit Assessment Board. Coursework submitted more than five working days after the scheduled hand-in date should be marked as normal and a penalty of zero applied. The penalty mark will be confirmed by the Unit Assessment Board.’

In quercus the true mark will be entered by the administrator against the assessment in the gross column. The mark after academic penalty has been applied will be entered in the net column. A unit board note would also be entered against the assessment of LL5 (late mark less than 5 days) or LM5 (late mark more than 5 days).

20.9 (24) – ‘Exceptionally, if a student is prevented by circumstances beyond their control from submitting their course work on the due date but submit it within 5 working days of the hand-in date they can apply for the academic penalty to be
waived through the ‘Procedure to request the waiving of a late submission penalty’.

In quercus the true mark will be entered by the administrator against the assessment in the gross column. The mark after academic penalty has been applied will be entered in the net column. A unit board note would be entered against the assessment of WLP. Once a decision has been made by the relevant panel, the note will be updated to read WLPR (where the case has been rejected), or WLPA (where the case has been accepted). If the outcome is WLPA the original mark would be re-instated in the net column.

Extenuating Circumstances

20.9 (25) – ‘Students will only be deferred on assessments where they have extenuating circumstances approved by the University’s Extenuating Circumstances Panel.’

In quercus a unit board note would be added against the assessment(s) of ECA, an assessment status added of Defer, and the unit grade changed to Defer. Where the student has a combination of deferred and referred assessments, the unit grade would be changed to Defer/Refer.

Reassessment opportunities

20.9 (26) – ‘Students shall have a right to be reassessed once in any and all failed units at Levels 3-7, except where the recommendation of a Student Academic Misconduct Inquiry Panel invokes a ‘no right to re-sit’ academic penalty’.

Where a student has failed a unit quercus will calculate to a grade of Refer. Where the Academic Misconduct Panel invokes a ‘no right to re-sit’ penalty the administrator will updated the unit grade to Fail.

20.10 (30) – ‘Undergraduate students will be eligible for a second and final reassessment attempt, where they have previously attempted the unit assessment.’

When a student is eligible for a second referral attempt, the administrator will overwrite the grade of Refer with Refer - Final Referral Attempt.

20.10 (31) – ‘If a student has failed to achieve a pass mark after all reassessment opportunities have been exhausted, the unit will be deemed to have been irretrievably failed and no further reassessment opportunities offered’.

The grade of Refer which has been calculated by quercus will be overwritten by the administrator with the grade of Fail - Failed Final Attempt.

20.10 (32) – ‘Where an optional unit has been failed at the first attempt, the student shall have the right to substitute, once during the period of their registration, another available option and to be assessed in that option, with attendance, as if for the first time’.

In quercus the administrator will change the subject registration status against the ‘original’ option to SUBSTITUTE. By doing so, quercus will not include the marks or the credit points for the ‘original’ option in level calculations.
20.10 (33) - A maximum mark of 40% will be awarded for a referred assessment element(s) that has been completed satisfactorily. Marks for assessment elements passed at the first attempt will remain as the earned mark and all marks will be aggregated as usual except for approved exemptions'.

The net assessment mark in quercus will be changed to 40% by the administrator. The gross mark will remain as the true mark.

20.10 (35) – ‘Where a student has submitted extenuating circumstances which have been accepted, they may be offered a deferral(s). In such cases, the deferred assessment element(s) will be marked as normal and the earned mark(s) or penalty mark, as appropriate, awarded. In cases where a deferral is offered in respect of an assessment which has previously been referred, the mark will be capped at 40%.

The net assessment mark in quercus will be changed to 40% by the administrator. The gross mark will remain as the true mark.

Progression and Awards

Traditional Awards

20.10 (36) – ‘A student may progress from Level 3 to Level 4 with 100 credits. In such cases, the student will not be required to be reassessed in the failed unit(s), but retains the right to be reassessed if they wish. Credits gained at Level 3 do not count towards the credits requirements for the final degree.’

The unit grade against the failed unit should be overwritten to Fail. The level grade in quercus should be changed to Pass Proceed. If the student wishes to resit they can query the decision of the Progression and Award Board.

20.10 (37) - ‘A student may proceed from Level 4 to Level 5 with a total deficit of 40 credits’.

20.10 (38) - ‘A student may proceed from Level 5 to Level 6 with a total cumulative deficit of 40 credits’.

The level grade in quercus should be changed to either:

Refer - Proceed with Deficit
Defer - Proceed with Deficit
Defer/Refer - Proceed with Deficit

Compensation

20.11 (43) - ‘Compensation will be awarded when a student has obtained a minimum unit mark of 35%.’

Where a unit calculates to between 34.50 and 39.49% quercus will calculate to a grade of Refer. Where the unit could be eligible for compensation i.e. (no must pass assessments) this will be highlighted on the Progression and Award Board Report by a Q+ alert.
20.11 (45) - ‘A compensated unit will be deemed to have been passed and given a mark of 40%.’

Where a unit is compensated the net unit mark will be overwritten by the administrator to 40% and a unit grade of Pass Compensated given. An overall board note will also be created to detail which unit it has been compensated against, and provide the original mark. Where a unit does not meet the criteria to enable compensation, this should be recorded as an overall board note.

Exit Awards

20.11 (50) - ‘A student who withdraws, or is withdrawn from, a course will be granted credit points for those units completed successfully.’

Where a student has withdrawn but does not meet the requirements for the awards in 20.11 (51) i.e. CertHE, DipHE’s, they will be given a level decision of Award Exit Qualification, and an award on file of either:

- UG Level Institutional Credit
- PG Level Institution Credit
- Foundation Degree Level Institutional Credit
- Certificate of Achievement (HNC/HND courses)

20.11 (51) - ‘Exiting students who have shown they have achieved the specified learning outcomes for an award at a lower level should be granted that award.

For example,

i. Foundation Certificate for successful completion of 120 credits at level 0;

The student will be given a level decision of Award exit qualification, and an award on file of Foundation Certificate

ii. Certificate of Higher Education for successful completion of 120 credits comprising Level 1 or equivalent; and

The student will be given a level decision of Award exit qualification, and an award on file of Certificate of Higher Education.

iii. Diploma of Higher Education for successful completion of 240 credits, of which a maximum of 120 credits should be at Level 1 or equivalent.

The student will be given a level decision of Award exit qualification, and an award on file of Diploma of Higher Education.

Aegrotat Awards

20.11 (52) - ‘An Aegrotat award may be conferred where a student was close to achieving an award but due to illness or other valid reason, as approved by the extenuating circumstances panel, is unlikely to be able to complete their studies within the maximum registration period. The relevant Progression and Award Board will consider each case on an individual basis.’
The user will create an award sitting with an award of Aegrotat. This will be picked up from the Undergraduate Award Grade Scheme (see below).

| AEGROTAT | Award Aegrotat |

**Posthumous Awards**

20.11 (54) - ‘An award may be conferred posthumously where a student was close to completing their course of study. The relevant Progression and Award Board will consider each case on an individual basis.’

20.11 (55) - ‘No classification shall be awarded in the case of a posthumous award’.

Please refer to ASQS (Student Operations) in these cases.

**Undergraduate Awards**

**Extended Degrees**

20.11 (56) - ‘A student may progress from the extended year (Level 3) to Level 4 with 100 credits. In such cases, the student will not be required to be reassessed in the failed unit(s), but retains the right to be reassessed if they wish. Credits gained at Level 3 do not count towards the credit requirements for the final degree.

The unit grade against the failed unit should be overwitten to Fail. The level grade in Quercus should be changed to Pass Proceed. If the student wishes to resit they can query the decision of the Progression and Award Board.

**Undergraduate Awards**

20.12 (57) - ‘A student may proceed from Level 4 to Level 5 with total cumulative deficit (referrals and deferrals) of 40 credits.’

20.12 (58) - ‘A student may proceed from Level 5 to Level 6 with a total cumulative deficit (referrals and deferrals) of 40 credits.’

The level grade in Quercus should be changed to either:

- Refer - Proceed with Deficit
- Defer - Proceed with Deficit
- Defer/Refer - Proceed with Deficit

**Award of a Bachelors Degree with Honours**

20.12 (60) - ‘In order to complete a Degree with Honours students shall normally satisfy the appropriate requirements associated with such an award at Level 5, and pass or be credited with at least 120 credit points at Level 6.’

Where a student has passed 360 credits Quercus will calculate the relevant classification.
20.12 (61) - ‘Students may be considered for a honours degree, having normally been assessed in 360 credits, and passed at least 340 credits’.

Where a student has passed 340 credits, quercus will calculate to the result below, based on their award average:

Award 1st/Refer
Award 2:1/Refer
Award 2:2/Refer
Award 3rd/Refer

Quercus will need to be updated if the student is in an Award/Defer position. If the student indicates that either they wish to take their classification on 340 credits, or take undertake their referral/deferral opportunity, quercus will also need to be updated accordingly.

If a student has an irretrievable fail or has not attempted the required number of credits, they will not be in a position to be offered a Award/Refer/Defer. Quercus will also need to be updated accordingly.

20.12 (62) - ‘When an Assessment Board decides on the classification for a student who is carrying an irretrievable 20-credit unit deficit from Level 5, the actual mark achieved by the student in this unit will be used for the purpose of calculation, capped at 39%. When a student has irretrievably failed a unit at Level 6, but has passed all units in earlier levels, the actual mark achieved by the student in this unit will be used for the purposes of calculation, capped at 39%.’

In these cases, the unit grade will be changed by the administrator to ‘Fail - Failed Final Attempt’. The gross unit mark will remain as calculated, but the net unit mark will be overwritten to 39% so it is visible.

Conferment of awards of students admitted with advanced standing

20.12 (63) - ‘Assessment Boards will take account of the credit value of the exempted stage/level in judging a student’s eligibility against the thresholds set for conferment of University Awards. When calculating the final classification/result, only the units assessed at the University will be counted - no marks or grades for the exempted stage/level will be awarded’.

The calculators within quercus will only calculate an award based on the units that the students have been registered on. Any units that a student is exempt from due to advanced standing, would have a status of ‘exempt’ against the unit in student curriculum so would not be included in any level or award average calculations.

Conferment of awards of students admitted with direct entry or awarded APL

20.12 (64) - ‘When a student has been given credit for prior learning, Assessment Boards will take account of that credit in judging the student’s eligibility against the thresholds set for conferment of University Awards. When calculating the final classification/result, only the units studied and passed at the University will be counted - no marks or grades will be awarded for units which have been accredited through APL’.
The calculators within Quercus will only calculate an award based on the units that the students have been registered on. Any units that a student is exempt from due to APL, would have a status of 'exempt' against the unit in student curriculum so would not be included in any level or award average calculations.

**Honours Classification**

20.12 (65) - ‘Degree classifications will be calculated on the weighted average mark for:

i. Level 6 for Art & Design course; or
ii. a combination of Level 5 and Level 6 marks in the ratio of 30% for Level 5 and 70% for Level 6 for all other courses.’

The ratio for calculating degree classifications will be set up within Quercus in marks and standards – best of rules.

20.13 (67) - ‘The following overall statistical aggregate profiles determine the Honours classification awarded:

i. 70% or more First Class
ii. 60% to less than 70% Second Class (First Division)
iii. 50% to less than 60% Second Class (Second Division)
iv. 40% to less than 50% Third Class

The statistical aggregate profile above, is set up in the Undergraduate Award Grade Scheme as follows:

<table>
<thead>
<tr>
<th>Statistical Aggregate</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/B/UNCL</td>
<td>Award Unclassified Degree</td>
</tr>
<tr>
<td>1ST</td>
<td>First Class Honours</td>
</tr>
<tr>
<td>2:1</td>
<td>Second Class (First Division)</td>
</tr>
<tr>
<td>2:2</td>
<td>Second Class (Second Division)</td>
</tr>
<tr>
<td>3RD</td>
<td>Third Class Honours</td>
</tr>
</tbody>
</table>

20.13 (69) - ‘Where a candidate’s overall statistical aggregate profile falls within 1% of a higher classification (i.e. 69.0%-69.9%; 59.0%-59.9%; 49.0%-49.9%), and provided that at least half of the student’s credit points at Level 6 contain unit marks in the higher classification, a Progression and Award Board will award the candidate the higher honours classification’.

Where the student is within the 1% range they will be highlighted on the Progression and Award Board report with a Q+ alert. If the student is awarded the higher honours classification, the award that Quercus has calculated will be overwritten, and an overall board note created to record the decision.

20.13 (70) - ‘Where a candidate’s overall statistical aggregate profile falls within 2% of a higher classification (i.e. 68.0%-68.9%; 58.0%-58.9%; 48.0%-48.9%), and provided that at least half of the student’s credit points at Level 6 contain unit marks in the higher classification and provided that one of the supplementary factors determined by ASDC is present to justify the exercise of this regulation, an Assessment Board will award the candidate the higher honours classification’.
Where the student is within the 2% range they will be highlighted on the Progression and Award Board report with a Q+ alert. If the student is awarded the higher honours classification, the award that quercus has calculated will be overwritten, and an overall board note created to record the decision.

**Award of an Unclassified Degree**

20.13 (71) - ‘Where a student has been assessed in 360 credits, and has achieved at least 320 credits, the student will be eligible for the award of an Unclassified Degree.’

20.13 (72) - ‘A student may be considered for an unclassified degree, having been assessed in 340 credits, and passed at least 320.’

Where a student is in this situation, a level decision will be calculated of:

Award Unclassified/Refer

Quercus will need to be updated if the student is in an Award/Defer position. If the student indicates that either they wish to take their unclassified on 320 credits, or take undertake their referral/deferral opportunity, quercus will also need to be updated accordingly.

If a student has an irretrievable fail or has not attempted the required number of credits, they will not be in a position to be offered a Award/Refer/Defer. Quercus will also need to be updated accordingly.

**Foundation Degrees**

20.13 (74) - ‘A student will be awarded a ‘Pass’ for obtaining 120 credits at Level 4 and 120 credits at Level 5.’

This is set up in the Foundation Degree Award Grade Scheme (see below).

<table>
<thead>
<tr>
<th>PASS FD DIST</th>
<th>Pass with Distinction</th>
<th>70.00</th>
<th>100.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>PASS FD MERIT</td>
<td>Pass with Merit</td>
<td>60.00</td>
<td>66.99</td>
</tr>
<tr>
<td>PASS FD</td>
<td>Pass Foundation Degree</td>
<td>40.00</td>
<td>66.99</td>
</tr>
</tbody>
</table>

20.13 (75) - ‘A Foundation Degree with ‘Merit’ will be awarded if a student has achieved an average of 60% at Level 5.’

The grade of ‘Merit’ is set up in the Foundation Degree Award Grade Scheme (see above).

20.13 (76) - ‘A Foundation Degree with ‘Distinction’ will be awarded if a student has an average of 70% at Level 5.’

The grade of ‘Distinction’ is set up in the Foundation Degree Award Grade Scheme (see above).

20.14 (78) - Where a candidate’s overall statistical aggregate profile falls within 1% of a higher results banding, and provided that at least half of the student’s credit
points at Level 5 contain unit marks in the higher results banding, an Assessment Board will award a merit, where the candidate’s original award mark is 59.0% - 59.9%, or a distinction, where the original award mark is 69.0% - 69.9%.

Where the student is within the 1% range they will be highlighted on the Progression and Award Board report with a Q+ alert. If the student is awarded a Merit or Distinction, the award that quercus has calculated will be overwritten, and an overall board note created to record the decision.

20.14 (69) - Where a candidate’s overall statistical aggregate profile falls within 2% of a higher results banding, and provided that at least 80 of the student’s credit points at Level 5 contain unit marks in the higher results banding, an Assessment Board will award a merit, where the candidate’s original award mark is 58.0% - 58.9%, or a distinction, where the original award mark is 68.0% - 68.9%.

Where the student is within the 2% range they will be highlighted on the Progression and Award Board report with a Q+ alert. If the student is awarded a Merit or Distinction, the award that quercus has calculated will be overwritten, and an overall board note created to record the decision.

Higher Nationals

20.14 (80) - ‘In accordance with Edexcel regulations, units must be awarded a grade of Fail, Pass, Merit or Distinction. Where percentages are used the following will apply:

i. Pass 40% - 59.9%
ii. Merit 60% - 69.9%
iii. Distinction 70%+

This grading is set up in the HNC/D Unit Grade Scheme (see below). Where the unit has been passed, quercus will automatically calculate the relevant grade.

<table>
<thead>
<tr>
<th>DIST</th>
<th>Distinction</th>
<th>69.50</th>
</tr>
</thead>
<tbody>
<tr>
<td>MERIT</td>
<td>Merit</td>
<td>60.00</td>
</tr>
<tr>
<td>PASS</td>
<td>Pass</td>
<td>59.49</td>
</tr>
</tbody>
</table>

20.14 (81) - ‘A student may proceed from Level 4 to Level 5 of an HND with a deficit of 40 credits’

The level grade in quercus would be changed to either:
Refer - Proceed with Deficit
Defer - Proceed with Deficit
Defer/Refer - Proceed with Deficit

20.14 (82) - ‘Compensation may be awarded as defined in paragraphs 36-45 and the grade awarded as Pass’.

Where a unit calculates to between 34.50 and 39.49% quercus will calculate to a grade of Refer. Where the unit could be eligible for compensation i.e. (no must pass assessments) this will be highlighted on the Progression and Award Board Report by a Q+ alert.
Where a unit is compensated the net unit mark will be overwritten by the administrator to 40% and a unit grade of Pass Compensated given. An overall board note will also be created to detail which unit it has been compensated against, and provide the original mark. Where a unit does not meet the criteria to enable compensation, this should be recorded as an overall board note.

20.14 (83)- ‘A maximum grade of Pass for the referred element, regardless of the number of elements to be reassessed, will be awarded for a referred element that has been completed satisfactorily. Assessment elements passed at the first attempt or deferred will be awarded the earned mark and the overall unit grade calculated as normal. Any referred elements will be capped at 40% (pass) and the normal aggregation rules followed to determine the unit mark and grade.’

In this case, the assessment net mark in quercus will be changed to 40% by the administrator. The gross mark will remain as the true mark.

Note: A student must pass ALL units to be awarded either an HND or HNC. Where they do not meet this criteria they can be awarded a Certificate of Achievement for units successfully passed.

Repeat stage/level

20.14 (84) – ‘Students may be offered a repeat level/stage on the recommendation of the University’s extenuating circumstances panel where exceptional circumstances have resulted in them failing to complete a substantial amount of assessment and/or where those circumstances have had an adverse impact on the assessments taken.’

The students overall level decision should be changed in quercus to Repeat Level.

20.14 (85) – ‘In cases where a repeat level/stage is offered, students will be required to attend and to take all assessments as if for the first time. No marks from the original attempt will be carried forward.’

When undertaking a repeat level, the administrator should change the student category on quercus to repeat year. All units are added to the students’ curriculum as if starting for the first time.

Any units attached to their curriculum in the previous year should have the subject registration status changed to SUBSTITUTE. By doing so, quercus will not include the marks or any CAT points (where passed) in level calculations for the current year.

Repeat Units

20.14 (86) – ‘Students who fail to gain sufficient credit to progress will be required to repeat all referred units where they have been granted a second and final reassessment attempt.’

The student will be progressed onto the same year of the course in the next academic session, and will be identified by a student category of repeat units.
Postgraduate Awards

Postgraduate Certificate

20.15 (87) - ‘In order to obtain the award of Postgraduate Certificate (PgC) students must have passed units equal to at least 60 Level 7 credits.’

20.15 (88) - ‘The only classification available is pass.’

This is set up in the Postgraduate Certificate Award Grade Scheme.

The students’ award will be calculated to Award Postgraduate Certificate.

Postgraduate Diploma

20.15 (89) - ‘In order to obtain the award of Postgraduate Diploma (PgD) students must have passed units equal to at least 120 Level 7 credits.’

20.15 (90) - ‘The only classification available is pass.’

This is set up in the Postgraduate Diploma Award Grade Scheme.

The students’ award will calculate to Award Postgraduate Diploma.

Masters

20.15 (90) - ‘In order to obtain the award of a Masters degree, students must have passed units equal to at least 180 Level 7 credits.’

Quercus will calculate to the award of Masters if 180 Level 7 credits have been passed, and the award average is at least 40%.

Masters - Classification

Merit

20.15 (92) - ‘A Masters degree will be awarded with Merit if a student has achieved 60% average overall. An Examination Board may exercise its discretion in considering a candidate for the award of a Merit whose aggregate profile is within 1%, provided at least 90 credits have been awarded a mark of 60% or higher, or is within 2% provided more than 90 credits have been awarded a mark of 60% or higher.

The grade of ‘Masters with Merit’ is set up in the Postgraduate Award Grade Scheme (see below).

Where the student is within the 1-2% range they will be highlighted on the Progression and Award Board report with a Q+ alert. If the student is within the 1-
2% borderline, and is awarded a Merit, the award that quercus has calculated will be overwritten, and an overall board note created to record the decision.

<table>
<thead>
<tr>
<th>Award Masters with Distinction</th>
<th>70.00</th>
<th>100.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Masters with Merit</td>
<td>60.00</td>
<td>69.99</td>
</tr>
<tr>
<td>Award Masters</td>
<td>40.00</td>
<td>59.99</td>
</tr>
</tbody>
</table>

### Distinction

20.15 (93) - ‘A Masters degree with Distinction will be awarded if a student has achieved 70% average overall. An Examination Board may exercise its discretion in considering a candidate for the award of a Distinction whose aggregate profile is within 1%, provided at least 90 credits have been awarded a mark of 70% or higher, or is within 2% provided more than 90 credits have been awarded a mark of 70% or higher.

The grade of ‘Masters with Distinction’ is set up in the Postgraduate Award Grade Scheme (see above).

Where the student is in the 1-2% range they will be highlighted on the Progression and Award Board report with a Q+ alert. If the student is within the 1-2% borderline, and is awarded a Distinction, the award that quercus has calculated will be overwritten, and an overall board note created to record the decision.

**PLEASE NOTE:**

For information on the introduction of the Ordinary Degree for 2009-2010 please refer to the following documents available on the staff portal under Student Record System - Examination Boards:

Business Process Document 2009-2010
Running the Award Calculator 2009-2010.