Assessment, Progression and Awards Information 2019/20

Please see below for important information about your programme including your assessment results, details of the timescales if you want to make an appeal and the support available to you.

This year we are offering eligible students an additional attempt at assessments in the Second Assessment Period (August 2020). Where relevant, students are encouraged to submit a Supporting your Academic Success form. Students studying LPC and BPTC should continue to use the Extenuating Circumstances processes.

Extenuating Circumstances and Supporting your Academic Success

The Extenuating Circumstances (ECs) process was suspended from 16th March for the majority of students, and the Supporting Your Academic Success (SYAS) process was created to support students during this emergency period. Students studying LPC and BPTC should continue to use the Extenuating Circumstances processes.

To mitigate the potential impact of COVID-19 an additional opportunity to undertake the failed assessment(s) is being made available to students during the second assessment period with or without a SYAS or Extenuating Circumstances claim or not.

If your ability to engage with your assessments or learning is impacted by Coronavirus or other issues this year, please complete a Supporting your Academic Success Form within 7 days of receiving your results email if you have not already submitted one so that we can:

• provide you with more focused support, where relevant;
• schedule you into the next assessment period, if you are eligible for an additional attempt at an exam.

If you had already submitted ECs, or are on a Professional Law programmes, any EC claims will continue to be considered and the recommendations will be considered by the Assessment Boards. Further information about the form and the support available can be found here: Extenuating Circumstances, Complaints and Appeals

I don’t understand my results letter, what should I do?

First, please check the Frequently Asked Questions on this webpage which may provide the information you need.

If you still need help understanding your results letter or would like more information on how your marks were allocated, you should contact your Course Office.
What do I need to do to pass this stage of my Programme?

Your Programme Specification includes details of the pass requirements for your programme. You can find your Programme Handbook on Moodle.

If you have not achieved enough credit to pass your Programme Stage, details of what you need to do next will be published in your results letter.

This year, the University has approved a set of Assessment and Safety Net Principles to mitigate the impact of Covid-19 (and, where relevant, Industrial Action) on teaching and assessment. This includes:

- converting face-to-face examinations to alternative online assessments, where possible;
- reducing assessment loads whilst continuing to meet programme learning outcomes, where Professional Body requirements allow.

If you have any questions about the updated programme requirements, please contact your Course Office.

What is a Resit?

A resit is a second attempt at an initial failed assessment without having to repeat the original period of teaching and learning. In line with the Assessment and Safety Net Principles:

Year 1 and Foundation Students - Year 1 and Foundation students will have no further assessment so resits are not applicable (other than where students have resits from January 2020 assessments which have PSRB requirements or exemptions, where students have outstanding Academic Misconduct Sanctions and where assessments took place in the summer e.g. for PSRB reasons).

Year 2, Year 3 UG & PGT students - During the contingency period, students will be permitted a second uncapped attempt at an assessment, regardless of whether they have passed it at the first attempt, should students choose.

Was the Safety Net applied to my results?

The Safety Net was applied, where applicable, to 2019/20 assessments and where we are not constrained by Professional Body requirements.

City’s Assessment and Safety Net Principles explain the University’s approach to supporting students with the transition to your next Programme Stage. You can find details under the My Marks section here.

Following your assessment and exams, your marks will be agreed by an Assessment Board.

This year Assessment Boards will review marks you achieved (in 2019/20) up until 16th March 2020 and will be taking the Safety Net policy into account where we’re not constrained by Professional Body requirements, to ensure your marks aren’t detrimentally affected.

The Assessment Boards are held by each School. Their role is to consider and agree marks, taking the recommendations of all relevant panels into account (this includes Supporting Your Academic Success outcomes, Academic Misconduct Panels, Fitness to Practise Panels and other advisory panels as applicable) and to ensure Assessment Regulations and Contingency Regulations are applied consistently and fairly for all students. The Assessment Boards are also reviewing student marks calculated using the Safety Net, and if they are higher than your year average, you will be awarded to Safety Net marks.
Please note that modules failed due to academic misconduct cannot be compensated. Any sanctions applied will be included in the Safety Net calculation.

The Boards have the final say on marks, aside from those already reviewed by a Professional, Statutory or Regulatory Body (PSRB), which the Board will make no changes to. Please note that all marks released to you prior to Assessment Boards are provisional. Your actual marks will be agreed by the Assessment Board who verify, sign-off and release agreed results to your School. Your School will send your agreed and verified results on to you.

**What happens if I did not attempt an assessment?**

If you were not able to participate in an assessment component and you have not submitted an Extenuating Circumstances or SYAS form, then that component will be considered to be a fail and no mark or credit will be awarded. However, you will be offered an opportunity to retake the assessment (subject to PSRB requirements) and subject to 4.7.2 of the Contingency Regulations.

Under the Contingency Regulations, a student normally has a maximum of two attempts to pass each assessment component; a first attempt and a resit. Students who have approved Extenuating Circumstances or SYAS may be granted a further attempt. Please see the Extenuating Circumstances and Supporting your Academic Success section for how to submit a claim.

As a result of COVID-19 students now have a maximum of three attempts to pass each assessment component; an uncapped first attempt, an additional uncapped attempt during the second assessment period and a (capped) resit.

For the full Contingency Regulations please read here.

**I have passed my assessments but want to have another attempt – what should I do?**

Assessment Boards are able to permit students to have a second uncapped attempt at assessments during summer 2020, unless they are unable to for Professional Body requirements or other reasons set out in the Assessment Principles. This is to support students impacted by the Covid-19 pandemic; please see the Extenuating Circumstances and Supporting your Academic Success section for how to submit a claim.

Please note though, if your mark for the second uncapped attempt is lower than your original mark, the Assessment Board will have to accept your second (lower) mark.

This is because City has already arranged for mitigation to be put in place (through revising and reducing assessments loads, where it has been possible to do so).

**What does capped and uncapped assessments mean?**

If you are being given an opportunity to resit an assessment or partially repeat a year, marks for those assessment attempts are usually capped at 40% for undergraduate modules and at 50% for postgraduate modules. This is noted on your results letter as Capped under Next attempt.

However, if the Assessment Board has given you the opportunity to take your next attempt at the assessment(s) as uncapped, it has agreed that you will receive your full marks for those assessments. Please see the Extenuating Circumstances and Supporting your Academic Success section for further details.
What does ‘trailing of credit’ mean?

Students who have valid ECs and/or have submitted a SYAS form may be permitted to trail up to 15 credits (or 20 credits if a Programme Regulation has already been approved for specific programmes). Please see the Extenuating Circumstances and Supporting your Academic Success section for how to submit a claim.

Students who do not have valid ECs and have not submitted a SYAS form would not be permitted to trail credit into the next academic year. It is therefore important that you submit an EC or SYAS form as these will be used to identify your support needs.

Where students trail, they will be provided with full details of any additional costs (if relevant) they would incur.

School of Health Sciences students - Please note that due to PSRB requirements and clinical activities within SHS programmes, affected students/cohorts of students may need substantial flexibility and can trail up to 45 assessment credits.

SHS students who fall into the above category are exempt from the requirement to submit a SYAS or EC form.

I don’t think my marks have been calculated correctly. What can I do?

If you would like to apply for an accuracy check of any of your marks from this academic year, please contact your Course Office. Clerical checks do not involve remarking; instead your assessment marks would be recounted to ensure they have been calculated correctly. Your request must be submitted within 28 days of the notification of your results. Please note that we will be unable to check marks for hard copy assessment submissions and exam scripts until staff are able to return to the relevant University buildings to retrieve them, so this may delay our response to your enquiry. We will let you know if this is the case.

Detailed information can be found in City’s Senate Regulation 19: Assessment regulations (see Appendix 4).

How do Assessment Boards investigate issues with assessments or marking?

Assessment Boards are held by each School as soon as possible after the completion of the final assessment for each Programme for that academic year. Their primary purpose is to ensure the Assessment Regulations are applied consistently and fairly. Following the Assessment Boards the agreed results are verified, signed-off and released.

Where appropriate Assessment Boards may also have the power to:

- request the investigation of assessment or exam irregularities
- request the investigation of conflicting grades of an individual student or cohort of students
- moderate grades where necessary
- request the investigation of any suspected academic misconduct
- request the re-sit of assessments or exams with material irregularities* or those which are suspected to have been compromised
- review the marks for any assessment which has been proven to be compromised or where material irregularities have been identified. This can result in the Assessment Board:
  - scaling marks up
  - scaling marks down
  - removing the assessment from calculations

* A material irregularity is an error made by the University, or some other issue that has been identified with the conduct of the assessment, that has affected the results.
Whatever action the Board takes will be proportional to the material irregularity or offence detected in order to ensure the academic integrity and value of all City awards.

For help and advice on academic integrity please see available resources and services below:

- Academic Integrity & Misconduct Policy and Guidance
- City Students’ Union will also be running their Study Well campaign, where they work with University departments to provide information and activities to support your academic experience and overall wellbeing. You can find further information about this on the SU’s website.
- The Academic Learning Support Team has put together lots of helpful tips and information for moving to studying online, which you can find here. You can also find further information about study skills and revision on their Student Hub page.
- Library Services have created some guidance for citing and referencing your work correctly, which you can access via their website.

**I would like to appeal the decision of the Assessment Board. How can I do this?**

If you would like to request a review of a decision made by the Assessment Board (known as an appeal), you must make it within 28 days of the release of your current academic year results, following the Assessment Board.

Kindly note that appeals are only considered on permissible grounds, which are set out in Senate Regulations 20 – 21b on student appeals.

Before you appeal, please note that eligible students may be entitled to an additional attempt at assessments. Please check the relevant section in this guidance to see whether this could apply to you.

You can find details on how to appeal and further information on the Student Hub.

**Can I repeat this Academic Year?**

In view of the unprecedented circumstances due to COVID-19 and Industrial Action in 2019/20 and the potential impact on students, the University recognises that it may be in a student’s interest to repeat the year.

A full repeat year may be permitted where a student has approved Extenuating Circumstances or SYAS affecting multiple assessments. Full repeat may also be permitted where the student has been suspended in accordance with the Fitness to Study Regulation (subject to any PSRB requirements where applicable). Please see the Extenuating Circumstances and Supporting your Academic Success section for how to submit a claim.

Where Assessment Boards permit an eligible student to repeat a Programme Stage in the following academic year, the student will be informed and provided with full details of any additional fees and costs they would incur, if they choose to take up that option.

**What happens if I am near my maximum period of registration?**

Each Programme is subject to a maximum period of registration as set out in the Senate Regulations 19.

The Contingency Regulations allow Assessment Boards to grant an additional year of registration for all students registered for study in 2019/20, where requested.
This is to mitigate the impact of the extraordinary circumstances during 2019/20 which have included COVID-19 and, for some programmes, Industrial Action.

**What does ‘partially repeating with attendance’ mean?**

Partially repeating the programme stage with attendance allows you to return in the next academic year to attend classes and attempt your failed assessments again.

**If I am partially repeating, do I need to pay fees?**

If you are partially repeating, you will only be charged for the modules you are repeating. Fees are based on module credits – you can find an example below:

**Representative example**

We start by calculating how much of your year you will be repeating. In this example, let’s assume the total number of credits for the year is 120. You are repeating one 15 credit module and one 30 credit module. With this, we can work out how much of the year you are repeating:

\[
\frac{(15 + 30)}{120} = 37.5\%
\]

\[
\text{Sum of credits being repeated / total credits = \% of year being repeated}
\]

We use this percentage to calculate the exact amount you are due, ensuring you are not charged for modules you passed.

In this example, let’s assume your course fee for the new academic year is £9250. Note that the calculation is based on the new academic year fee, which may be slightly higher than last year to account for inflation. To work out how much you need to pay, we use the percentage calculated above:

\[
£9250 \times 37.5\% = £3468.75
\]

\[
\text{Base fee for new academic year x \% of full course fee = Total fees due}
\]

**Can I attend a Graduation Ceremony this year?**

As a result of the evolving situation regarding the coronavirus (COVID-19) pandemic, we regret to confirm that the summer 2020 graduation ceremonies will not be going ahead as scheduled this July. We understand this news will be disappointing but we can assure you that this difficult decision has not been taken lightly. Our priority is the health and wellbeing of our students, their guests and our staff.

We are working hard to consider other options for the students who would have been eligible to attend the July ceremonies and we will continue to contact these students by email in the coming months with further information. Please see the Graduation Webpages for further information.

We would like to reassure our students that the above decision does not impact on the awarding of your degree. Provided you meet the requirements of your course, your degree will be conferred by Senate and you will receive your degree certificate by post.

**I am a final year student appealing my results. Can I still attend Graduation?**

Before you appeal, please check with your Course Office as you may be entitled to an additional attempt at your assessment(s) during summer 2020 while the contingency regulations are in place.
Students whose results mean they are eligible for graduation but wish to appeal the Assessment Board’s decision are usually invited to a later ceremony provided the outcome of their appeal results in a successful award. However, please note that due to COVID-19, there are no Graduation ceremonies during Summer 2020.

Please see our Graduation Webpage for further details. If you are considering making an appeal, you should refer to the Graduation Terms and Conditions for further information (search: Graduation ceremony terms and conditions on City’s website).

We will work towards issuing a response to you within the normal timeframe (within 28 days).

I want to make an appeal. Where can I get more advice?

The Union Advice Team in the Students’ Union can provide advice for students considering making an appeal. If you have been withdrawn from your studies, they can also provide information on other options that may be available.

Where can I get further support?

Here at City, there are lots of services available to support you throughout your studies. If there’s anything which is worrying you or disrupting your normal work, study or personal life, you can contact the relevant service who can provide help. Some of the services you may want to speak to are:

- Student Centre
- Careers, Student Development and Outreach service
- Student Counselling and Mental Health Service
- Chaplaincy and Faith Advisory team
- Academic Learning Support

If you would like to learn more about what help and support City offers, refer to the Help and Support section of the Student Hub.