

Guidance on making awards to students who are unable to complete all the necessary assessment



Summary			
The document provides guidance to boards of examiners in applying Ordinance 18 to consider whether an award can be made to a student who would have gained that award if it was not for serious/severe circumstances that prevented them from completing all the necessary assessment.			
Scope - This document applies to:			
Taught students who are prevented from completing all assessment for their award due to serious/severe circumstances			
For applicants entering in:	2020/21	Applies to academic year:	2020/21 onwards
Document Control			
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Lead contact	Deputy Director of Education Quality and Policy		
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Related documents	Regulations and Code of Practice for Taught Programmes; Ordinance 18		
Keywords	Aegrotat degree; ordinance 18; boards of examiners		

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1. This guidance should be read in conjunction with Ordinance 18, available from: www.bristol.ac.uk/university/governance/constitutionaldocs/charteractsstatutesordinances/.
2. The purpose of Ordinance 18 is to give Examination Boards the discretion to make awards to students who they consider would have gained them but for serious circumstances that have prevented them from completing all the assessment normally necessary.
3. Ordinance 18 does not form part of the examination regulations and a student's extenuating circumstances should be considered in the normal manner before the application of the Ordinance is contemplated. The Ordinance should only be applied to students who would not qualify for the award after this process and where it would be impossible for the student to take supplementary assessments in the foreseeable future. The Ordinance should not be used in order to expedite graduation of a student who is likely to be able to take supplementary assessment in the future. The Ordinance is also not a mechanism by which degree class or its equivalents may be adjusted.
4. After considering a student's extenuating circumstances, an examination board should apply each of the four tests set out in the Ordinance. If all of these tests are passed, then the Faculty Examination Board may make the award based on the assessments that contribute to the award and have been completed notwithstanding the incomplete assessment. The case for the final award should be detailed in the Examination Board minutes. Where there is not sufficient evidence for a student to be given the award for which they are registered, an examination board may consider an alternative applicable award e.g. a student studying for a Masters degree may be considered for an Honours Bachelors degree, though the same tests must be satisfied.
5. Where, after a student's extenuating circumstances have been considered, a student is unable to qualify for the award to which they were studying, there is no prospect of them resuming their studies in the foreseeable future, and there is insufficient evidence of achievement at the right level for the usual award to be made, a Faculty Examination Board may determine there is enough evidence that a student would have gone on to achieve an award but for their circumstances; on this basis it may make an aegrotat award. This is always an unclassified award and cannot be made where it would imply that the candidate would be able to practise in a professional capacity. When this award is made then the case must be detailed in the Examination Board minutes. The award is subject to its acceptance by the student or their next-of-kin if they are deceased.