

Guidance on calculating marks for the purposes of progression and classification in taught programmes

Summary			
The document provides guidance and worked examples on how the unit mark, year mark, taught component mark and the final programme mark is calculated for the purposes of considering the progression of a taught student and the classification of a taught degree. It also provides: • guidance on how unit marks are disregarded when calculating a year mark and • guidance as to how the credit and/or marks that have either been accredited elsewhere contribute to the calculation of the degree classification on a modular undergraduate programme.			
Scope - This document applies to:			
Marks obtained by students on taught programmes when being considered for progression or award by an exam board.			
Applies to academic year	2025/26		
Document Control			
Owning team	Academic Quality and Policy Office		
Division	Education and Student Success		
Lead contact	Deputy Director of Education Quality and Policy		
Type	Guidance	Status	Approved
Asset number	As listed on asset register	Version	4.1
Approved by	University Education Committee	Date current version approved	25.05.2024
Date current version published	04.08.2025	Date first published	01.09.2016
Revision schedule	Annually	Next review date	01.06.2026
Superseded documents	N/A		
Related documents	Regulations and Code of Practice for Taught Programmes		
Keywords	unit mark; year mark; taught component mark; final programme mark; progression; degree classification		

Guidance on Calculating the Unit Mark, Year Mark, Taught Component Mark, Final Programme Mark for the Purposes of Progression and Degree Classification in Taught Programmes

The following examples are intended to assist by applying the rules to a set of hypothetical run of marks based upon the regulations for calculating and recording marks as set out in the Taught Code.

EXAMPLE 1 is a student on an integrated MSci undergraduate programme

1. Calculation of unit mark

The summative assessment for a notional unit 1 consists of:

- Essay (40%),
- Unseen written exam (40%),
- Oral presentation (20%).

The final unit mark is calculated from the assessment marks (all marked on the 0-100 scale) thus:

<i>Level 4-6 unit (pass mark of 40/100)</i>	Essay (40%)	Unseen written exam (40%)	Oral exam (20%)	Final unit mark
Score (out of 100)	68	59	72	
Weighted mark	68 x 40 = 2720	59 x 40 = 2360	72 x 20 = 1440	2720 + 2360 + 1440 = 6520 6520/100= 65.2 (65)

(If some assessments are marked on the 0-20 point scale, the Code explains how to calculate the unit mark).

So credit is awarded for unit 1 (assuming the student has fulfilled any other criteria) with a mark of 65.

2. Calculating the Year Mark for the Purposes of Progression

The 'year mark' needs to be calculated for the purposes of applying the progression rules in section 30 of the Code. This is done by averaging the unit marks following weighting (corresponding to the credit point value) where the notional unit marks in year 2 are:

Level 5 units (pass mark 40/100)	UNIT 1	UNIT 2	UNIT 3	UNIT 4	UNIT 5	Total
	(20cp)	(20cp)	(40cp)	(30cp)	(10cp)	(120cp)
Unit mark	65	52	52	55	48	
Award of credit	Pass	Pass	Pass	Pass	Pass	120cp
Weighted unit mark - by credit value of each unit	65 x 20 = 1300	52 x 20 = 1040	52 x 40 = 2080	55 x 30 = 1650	48 x 10 = 480	1300 + 1040 + 2080 + 1650 + 480 = 6550/120 = 54.583... (55)

In order to determine progression to the next year of the programme on the basis of the student achieving the pass mark in each unit and achieving the programme requirement of a year mark of 55 or more out of 100 (see the Code) - the year mark is rounded to the nearest integer i.e. **55** and progression is permitted.

3. Calculating the Final Programme Mark and Degree Classification

For this Integrated Masters programme, with study abroad the year of study weighting is 0:15:10:75 (see the Taught Code for the agreed weightings by programme).

The final programme mark and degree classification is reached by calculating all the year marks (with credit point weighting – as in section 2 previously) and then applying the primary and secondary rules, as follows:

Year 2		Year 3		Year 4	
Unit Mark	Credit Points	Unit Mark	Credit Points	Unit Mark	Credit Points
65	20	68	120	64	20
52	20			70	20
52	40			78	20
55	30			71	20
48	10			66	20
				72	20
55	120	68	120	70	120

Application of Primary Rule

Apply the weighting (0:15:10:75) to the year marks to give a weighted year mark.

$$\text{Year 2} = 15 \times 55 = 825$$

$$\text{Year 3} = 10 \times 68 = 680$$

$$\text{Year 4} = 75 \times 70 = 5250$$

$$\text{All years} = 825 + 680 + 5250 = 6755 / 100 = 67.55$$

Final programme mark is rounded to the nearest integer = **68**

As the final programme mark of **68** is within the classification boundary range for a first class degree (see the Code) the secondary rule is applied.

Application of the Secondary Rule for Degree Classification

“If the final summative programme mark falls within the range of one of the classification boundaries, the higher degree classification will only be awarded if 50% or more of the rounded individual unit marks, weighted by credit point value and year of study, which contribute to the degree classification are achieved at the higher class or classes, otherwise the lower class will be awarded.”

Year 2

- 0 of 120 credit points in higher class
- Apply 15% weighting for the year of study = $0 \times 15 = 0$ weighted credit points

Year 3

- 0 of 120 credit points in higher class
- Apply 10% weighting for the year of study = $0 \times 10 = 0$ weighted credit points

Year 4

- 80 of 120 credit points in higher class
- Apply 75% weighting = $80 \times 75 = 6000$ weighted credit points

Add weighted credits - $0 + 0 + 6000 = 6000 / 100 = 60$ out of 120 total possible credit points. Thus 50% of the credits are in the higher classification and so the higher class (I) may be awarded.

EXAMPLE 2 – A student on a Bachelor of Arts undergraduate programme

1. Calculating the Unit Mark

The summative assessment for notional unit 1 consists of:

- Essay (40%),
- Unseen written exam (60%).

The final unit mark is calculated from the assessment marks (all marked on the 0-100 scale):

Level 4-6 unit (pass mark 40/100)	Essay (40%)	Unseen written exam (60%)	Total unit mark
Score (out of 100)	44	37	
Weighted mark	$44 \times 40 = 1760$	$37 \times 60 = 2220$	$1760 + 2220 = 3980$ $3980/100 = 39.8^* \text{ (40)}$

(If some assessments are marked on the 0-20 point scale, the Code explains how to calculate the unit mark).

So credit is awarded for unit 1 (assuming the student has fulfilled any other criteria) with a mark of 40.

2. Calculating the Second Year Mark for the Purposes of Progression

The 'year mark' is calculated by averaging the unit marks following weighting (corresponding to the credit point value) where the notional unit marks for the second year of study are:

Level 5 units (unit pass mark of 40 out of 100)	UNIT 1	UNIT 2	UNIT 3	UNIT 4	UNIT 5	Total
	(20cp)	(20cp)	(20cp)	(30cp)	(30cp)	(120cp)
Unit mark	40	46	39	42	41	
Award of credit	Pass	Pass	Fail	Pass	Pass	
Weighted mark (corresponding to credit point value)	$40 \times 20 = 800$	$46 \times 20 = 920$	$39 \times 20 = 780$	$42 \times 30 = 1260$	$41 \times 30 = 1230$	$800 + 920 + 780 + 1260 + 1230 = 4990$ $4990/120 = 41.583...$ (42)

This student has failed UNIT 3 (20 credit points) so the rule in the Code may be considered:

- ✓ The volume of credit points failed (20) is within the specified amount permitted (20).

- ✓ The failed unit mark (39) is within the specified range of the pass mark (35-39).
- ✓ The rounded overall weighted average year mark (42) is at or higher than the weighted average pass mark of all the taught units taken in the year (40).
- ✓ Student meets all other criteria in the Code.

Therefore the board of examiners may permit the student to progress to the next year of study notwithstanding a failed unit mark.

3. *Calculating the Final Programme Mark and Degree Classification*

For the purposes of calculating the final programme mark and degree classification the year of study weighting for a Bachelors of Arts programme is 0:40:60 (see the Taught Code for the agreed weightings by programme).

The final programme mark and degree classification is determined by calculating all the year marks (with credit point weighting) as in example 1 section 3 and then applying the primary and secondary rules:

Year 2		Year 3	
<i>Unit Mark</i>	<i>Credit Points</i>	<i>Unit Mark</i>	<i>Credit Points</i>
40	20	56	20
46	20	62	20
39*	20	58	20
42	30	57	60
41	30		
42	120	58	120

* the unit mark is carried forward even though progression is permitted notwithstanding the failed unit mark.

Application of Primary Rule

Apply the weighting (0:40:60) to the year marks:

Year 2 $40 \times 42 = 1680$

Year 3 $60 \times 58 = 3480$

All years $1680 + 3480 = 5160 / 100 = 51.6$

Final programme mark is rounded to the nearest integer = **52**

The final programme mark of **52** is not within the classification boundary range so the secondary rule is not applied and a 2.2 is awarded.

EXAMPLE 3 – A student on taught postgraduate MSc programme

1. Calculating the Unit Mark

The summative assessment for notional unit 1 consists of:

- Essay (30%),
- Unseen written exam (40%),
- Practical (30%).

The final unit mark is calculated from the assessment marks (all marked on the 0-100 scale):

Level 7 unit (pass mark 50/100)	Short essay (30%)	Unseen written exam (40%)	Practical (30%)	Total unit mark
Actual score	60	49	59	
Weighted mark	60 x 30 = 1800	49 x 40 = 1960	59 x 30 = 1770	1800+1960+1770 = 5530 5530/100 = 55.3 (55)

Credit may be awarded for the unit (assuming the student has fulfilled any other criteria), with a mark of 55.

(If some assessments are marked on the 0-20 point scale, the Code explains how to calculate the unit mark).

2. Calculating the Degree Classification

Assuming that a student has achieved the necessary credit points for a Masters degree, the classification of the degree under the academic regulations on classification is based on the final programme mark. The 'final programme mark' is calculated by averaging the unit marks (both taught units: 1-5 below; and research unit: 6 below) weighted by credit point value:

	UNIT T1	UNIT T2	UNIT T3	UNIT T4	UNIT T5	UNIT R6	Total
	(20cp)	(20cp)	(40cp)	(20cp)	(20cp)	(60cp)	(180cp)
Level of unit (and associated pass mark/100)	7 (50)	6 (40)	7 (50)	7 (50)	7 (50)	7 (50)	
Unit mark	55	49	50	48	54	60	
Award of credit	Pass	Pass	Pass	Fail	Pass	Pass	
Weighted mark (corresponding to credit point value)	55 x 20 = 1100	49 x 20 = 980	50 x 40 = 2000	48 x 20 = 960	54 x 20 = 1080	60 x 60 = 3600	1100+ 980+ 2000 + 960+ 1080+3600 = 9720 9720/180= 54

Note: the student has failed Unit 4 (20 credit points) with a mark of 48; however 'compensation' is applied and credit awarded.

The student has achieved a final programme mark of 54 and so the degree can be awarded, although they have not reached the thresholds for the degree to be awarded with merit or distinction.

Guidance on disregarding unit marks when calculating a year mark

1. Where a unit mark is disregarded, the weighting of the relevant year mark will be retained for the purposes of calculating the year mark for classification or progression.
2. Where a unit mark is disregarded, the remaining unit marks in the year of study will be scaled up whilst retaining their relative weighting (according to credit point value) to each other when calculating a year mark for the purposes of progression. For example: a 20cp unit in a year containing 120cp is worth 16.67% (one-sixth) of the year mark; if one 20cp unit is disregarded, the remaining 20cp units are scaled up accordingly and worth 20% (one-fifth) of the year mark.
3. Where an assessment mark is disregarded within a unit, the remaining assessment marks will be scaled up whilst retaining their relative weighting to each other for the purposes of calculating the unit mark. For example: a unit has assessments worth 20%, 20% and 60%; if one 20% assessment is disregarded, the remaining assessments are scaled up accordingly and worth 25% and 75% respectively.

Guidance on applying recognised prior learning in calculating the final programme mark and/or classification in modular undergraduate programmes

Prior Certified Learning

1. With regard to applications for exemption due to prior certified learning, schools should consider the learning which has been accredited at the other institution and decide, in the best interests of the student, how this may be taken into account. The school has discretion to decide if: (a) the subject content, and therefore knowledge gained, is sufficiently similar for a student to be exempt from unit(s), and (b) whether marks may be transferred.
2. Where a student is exempted from units due to recognition of prior credit from another institution, and these units contribute to the final programme mark and/or degree classification but the marks are not accepted, these unit(s) will not be considered in the algorithm for the purpose of calculating the final mark and the degree classification. The weighting of the relevant year mark will be retained, in which case the remaining unit marks in the year of study will be scaled up whilst retaining their relative weighting (according to credit point value) to each other when calculating a year mark.

For example: a 20 credit point unit in a year containing 120 credit points is worth 16.67% (one-sixth) of the year mark; if one 20 credit point unit does not have a mark due to recognised prior learning, the remaining 20 credit point units are scaled up accordingly and worth 20% (one-fifth) of the year mark.
3. If a student is exempted from a year of study (due to recognised prior learning) that would otherwise contribute to the final programme mark and/or the degree

classification, but marks have not been transferred, no weighting will be given to the “exempt” year when determining the final programme mark and/or the degree classification. The relevant weighting must be applied, on a *pro rata* basis, to the remaining years of study. For example, if a student is exempt from the second year of study:

- Bachelors three year honours degree: 0:25:75, will become 0:0:100;
- Integrated four year masters degree: 0:10:40:50, will become 0:0:45:55.

4. Where a student is exempted from units (due to the recognition of prior learning from another institution) that contribute to the final programme mark and/or degree classification and the marks are accepted by the University, the transferred marks will be ‘converted’ and incorporated into the algorithm for calculating the final programme mark and degree classification.
5. Any marks for direct entry students that are accepted as prior learning and are converted as a ‘year mark’ will contribute to classification under the primary rule but not the secondary rule that reviews the distribution of unit marks across classes.

Prior Experiential Learning

6. Where a student is exempted from units due to the recognition of the non-certified acquisition of relevant skills and knowledge, gained through relevant experience and where these units contribute to degree classification, then these units will not be given any weight in the algorithm when calculating the final mark and the degree classification.