

## COVID 19:

### Progression

This document sets out the University approach to student progression in taught modular programmes relating to the 2019/20 academic year. The University's current regulations are temporarily qualified by this document, which builds upon the 'principles for operating assessment and exam boards' paper' and should be read in the light of the principles set out below.

### Principles

1. A student will progress unless an exam board determines that there is sufficient reason for not allowing this. Any such decision must be based on evidence that the student has not demonstrated the academic standards required to meet the intended learning outcomes for progression on their programme of study.
2. Additionally, an exam board may permit a student to progress where there is reasonable opportunity for the student to meet those academic standards in a subsequent year of study or later in the year of study for taught postgraduate students. Otherwise, and exceptionally, a Board of Examiners may permit a student to repeat an entire year of study.
3. The University will normally permit progress into the following year of study in undergraduate programmes or permit students to start their dissertation stage in taught postgraduate programmes where it has not been possible to arrange or mark or consider the results of assessment.
4. Student deferrals and extensions necessitated through an exceptional period of disruption on public health grounds will not be counted as part of a student's overall record in respect of the maximum period of study or other periods of suspension/extension.
5. Students still need to achieve and demonstrate specified academic standards to achieve sufficient credit points such that a qualification can be awarded, in line with the University's credit framework. Credit points are awarded to a student in recognition of the verified achievement of designated learning outcomes at a specified level (as set out in the Glossary within the Regulations and Code of Practice for Taught Programmes).
6. The principle within the clause in the existing regulations that allows faculty exam boards to award 120 credit points for the final year of undergraduate study on the basis of a pass overall in assessments undertaken in the final year and achieving the pass mark for any must-pass unit, if applicable, is extended to progression in taught programmes.
7. Where a Faculty Board wishes to set aside University regulation for awards beyond the principles set out in this document, it must seek confirmation from the University Taught Degrees Examination Board, which will be convened, virtually or physically, if required.

## Undergraduate (modular)

### First year

1. Students will be awarded 120 credit points for the year of study if, in the judgement of the exam board, they have engaged with the learning and, by doing so, demonstrated the relevant programme learning outcomes relating to that year of study, as evidenced by their assessment marks (in particular for any must-pass units required for professional accreditation), any formative work undertaken through the academic year and/or engagement with the assessment in the summer term.
2. Assessment in the first year is formative and therefore the status of any units defined within this period as being 'must-pass' is rescinded, apart from any units that are required for professional accreditation purposes. Students are expected to make a reasonable attempt at assessment in the summer term.
3. If a student is unable to progress under (1) at the July exam board, they will be permitted to undertake any assessment they have missed (from must-pass units required for accreditation, or assessment in the summer term) later in the academic year (e.g. in the second summer assessment period).
4. Where a student is not able to attempt the necessary assessment for good reason before the September 2020 exam board but is otherwise deemed to be on track to fulfil the programme learning outcomes relating to that year of study, the student should be permitted to progress as in (1). The board may additionally invite the student to complete any assessment from the summer term for formative purposes to support their learning, at the earliest opportunity in the next academic year.
5. Where a student is unable to progress either by (1) or (4) above, they may exceptionally undertake the year of study again or take any outstanding assessment in the next academic year as part of a supplementary year.

### Notes:

- A student will be considered for progression at the July exam board and, if they were not able to complete the summer assessment in May/June, at the September exam board.
- Second attempt or supplementary assessment for failed or missed units from teaching block 1 (TB1) are not necessarily required. Boards of examiners should interpret any must-pass requirements flexibly to ensure that only those that are absolutely necessary to ensure that students have the pre-requisite learning to progress to the second year of their programme, or to meet the requirements of PSRB accreditation, are enforced. Evidence of achievement in formative work should be used wherever possible in preference to a further assessment.
- The existing regulation for 'compensation' to award credit for near-misses in units to permit progression is redundant.

## Non-first year

6. Students will be awarded 120 credit points for the year of study if they have:
  - i. achieved a pass overall in assessment\*, and
  - ii. demonstrated the programme learning outcomes relating to the year of study\*\* (e.g. by passing must-pass units, units that have professional accreditation requirements or any units from teaching block 1 where assessment was missed due to self-certified absence).

\* A 'pass overall' means that a student achieves a year mark of at least 40 out of 100 in assessment set by their programme in 2019/20. The higher year marks usually required for progression on integrated masters programmes will not apply.

\*\* Students will be permitted to progress where, by necessity, the structure of the programme has changed such that one or more programme learning outcomes will be tested in a future year of study.

7. Where a student has failed a unit but is not required to take it again as a second attempt, the mark will be disregarded for the purposes of classification.
8. If a student is unable to progress under (6) at the July exam board, they will be required to undertake any assessment they have missed or failed (from teaching block 1 or assessment in the summer term) later in the academic year (e.g. in the second summer assessment period) as a first attempt if missed and a second attempt if failed. Second attempt unit marks relating to assessment in the summer term will be uncapped, and capped if relating to assessment to teaching block 1 (TB1).
9. If a student is unable to progress under (6) at the September exam board but is otherwise deemed by the exam board to be on track to fulfil the programme learning outcomes, the student may be permitted to:
  - conditionally progress, under an amended version of our existing regulations (see next page), whereby the student will be required to complete any necessary assessment in units to a maximum value of 20 credit points at the earliest opportunity in the next academic year;
  - take any outstanding assessment at the earliest opportunity in the next academic year, which might be within a [supplementary year](#), as per current University policy.
10. Otherwise, and exceptionally, a Board of Examiners may permit a student to repeat an entire year of study as for the first time.
11. A student may be permitted three attempts to meet the standard to progress. Third attempt unit marks will be capped at the pass mark.
12. Students may withdraw from their programme with an exit award on request.

### Notes:

- A student who missed assessment in TB1 due to self-certified absence will be required to undertake the assessment in August as first attempt, as under normal circumstances, unless extenuating circumstances are presented and accepted.
- A student will be considered for progression at the July exam board and, if they were not able to progress, at the September exam board.
- The existing regulation for 'compensation' to award credit for near-misses to permit progression is redundant.

### Amended regulations on conditional progression

13. Students may be permitted to conditionally progress to the next year of study and make up a credit deficit in identified programmes where they have failed a particular unit or units, provided conditions below are satisfied. Schools and faculties are not under any obligation to allow conditional progress on their programmes.
- a) The total of the failed unit/s does not exceed twenty credit points.
  - b) The student has achieved at least the year mark for progression in their programme.
  - c) The student has not elected to undertake the supplementary year. Where applicable, conditional progression will be automatically applied by a board of examiners; however, a student may elect to instead take the supplementary year by them notifying their home school by the end of the second week of the first teaching block.

## Taught postgraduate

This covers progression from the taught component to the dissertation stage in taught postgraduate programmes where this is applicable. This does not cover progression of PGR students from a taught component to their doctoral thesis.

14. Students will be awarded 120 credit points for the taught component if they have:
  - i. achieved a pass overall in assessment\*,
  - ii. demonstrated the programme learning outcomes (e.g. by passing must-pass units, units that have professional accreditation requirements or any units from teaching block 1 where assessment was missed due to self-certified absence); and,
  - iii. achieved at least 60 credit points.

\* A 'pass overall' means that a student achieves a taught component mark of at least 50 out of 100 in assessment set by their programme in 2019/20.

15. Where a student has failed a unit but is not required to take it again as a second attempt, the mark will be disregarded for the purposes of classification.
16. If a student is unable to progress under (14) at the progress exam board, they will be required to undertake any assessment they have missed or failed later in their year of study - as a first attempt if missed and a second attempt if failed. Second attempt unit marks relating to assessment in the summer term will be uncapped, and capped if relating to assessment to teaching block 1 (TB1).

Students will normally be permitted to start their dissertation stage even if they have not completed assessment from the taught component. An exam board will confirm progression once the taught component has been passed.

17. A student may be permitted three attempts to meet the standard to progress. Third attempt unit marks will be capped at the pass mark.
18. If a student has not yet progressed by the time of the final exam board but is otherwise deemed by the exam board to meet the programme learning outcomes, the student should be permitted to progress, and an award made.
19. Otherwise, and exceptionally, a Board of Examiners may permit a student to take any outstanding assessment in the next academic year as part of a supplementary year or repeat an entire year of study.

### Notes:

- The progression exam boards will take place as their current schedule.
- A student who missed assessment in TB1 due to self-certified absence will be required to undertake the assessment by August as a first attempt, as under normal circumstances, unless extenuating circumstances are presented and accepted.
- The existing regulation for 'compensation' to award credit for near-misses to permit progression is redundant.
- Deadlines for submission of the dissertation will be extended to account for any delay in students commencing their dissertation stage in earnest; the general University deadline for submission of the dissertation has been extended by two weeks to 14<sup>th</sup> September.

## Students currently on a supplementary year

20. A student should take an assessment where it is already being provided to the main cohort of students.
21. If the relevant assessment is not available, students should take one or more assessments appropriate to the programme learning outcomes which the Board found to be outstanding in the previous year, the form to be approved by the School Education Director.

*Approved by the Chair of the Board of Trustees  
23 April 2020*