

## Protocol for UG Boards of Examiners – 2021/22

### 1. Introduction

- 1.1 This guidance is based upon the Policy on the [Assessment Frameworks](#) 2021/22 for undergraduate students. As graduating students will also have been studying in 2019/20 and/or 2020/21, it is also based upon the Fair Outcomes and Fair Assessments for UG students (“Fair Assessment Policy”) published in January 2021, and the Framework for Assessment and Progression of Undergraduate and Postgraduate Taught Graduating Cohorts (“the Emergency Framework”) developed in spring 2020.
- 1.2 As set out in the Assessment Frameworks, normal regulatory requirements have been reinstated for 2021/22 in light of the reduced disruption experienced in comparison with the previous two years. The principles adopted for determining degree/programme classifications in light of disruption in previous years have been adapted appropriately from current Regulations in order to be relevant to the Policy and Framework outlined above. These amendments will be applied where possible, but it may not be possible to do so where there are specific professional requirements determined by the University and/or professional bodies.
- 1.3 The arrangements regarding credits, reassessment, review of marks profiles, and degree classifications that apply to **all** graduating UG students in 2022 are set out in [PART A](#) of this document.
- 1.4 Where the approach varies between different cohorts of students (predominantly in relation to how each year will be weighted in the overall degree classification calculation), this is extracted from the Assessment Frameworks and set out in this document, for ease of reference, as follows:
- For UG students on a **three-year Bachelors or four-year UG Masters programme** who are graduating in 2022, please refer to [PART B](#).
  - For UG students on a programme **with a year abroad** who are graduating in 2022, please refer to [PART C](#).
  - For UG students on a programme **with a work placement** who are graduating in 2022, please refer to [PART D](#).
  - For UG **continuing** students (i.e. all those not in their final year in 2021/22), please refer to [PART E](#).
  - For UG students on a programme **with an inverted year abroad** (i.e. they are taking their year abroad in their final year in 2021/22 rather than in their third year) who are graduating in 2022, the availability of marks for each student varies, and arrangements will be confirmed in due course.

### 2. Timing and Deadlines

#### Schedule for EPS and MDS (staggered release deadlines for finalists and continuing students)

For graduating student cohorts:

End of Exam period as confirmed by Timetabling and Examinations	<b>Sat 11 June</b>
Unconfirmed Marks into BIRMS deadline	<b>Wed 15 June</b>
Exam Boards take place from	<b>Thu 16 June</b>
Deadline for confirmed marks and awards release and for return of Board paperwork to TSA	<b>Mon 27 June</b>
Meeting of PAB	<b>Wed 29 June</b>
Degree Congregations	<b>Tue 12 July to Wed 20 July</b>

## For continuing students:

End of Exam period as confirmed by Timetabling and Examinations:	Sat 11 June
Unconfirmed Marks into BIRMS deadline:	
<ul style="list-style-type: none"> <li>for modules taken by students with a home School in LES, CAL, CoSS or LANS</li> <li>for students taking all modules within home School of EPS/MDS</li> </ul>	<b>Wed 15 June</b> <b>Wed 22 June</b>
Exam Boards take place from	Thu 23 June
Deadline for confirmed marks and awards release and for return of Board paperwork to TSA	Mon 4 July
Meeting of PAB: Any cases that don't go to the meeting on Wed 29 June will be heard by Chairs Action	

## Schedule for LES, CAL, CoSS and Liberal Arts and Natural Sciences (one release deadline for finalists and continuing student cohorts):

End of Exam period as confirmed by Timetabling and Examinations	Sat 11 June
Unconfirmed Marks into BIRMS deadline	Wed 15 June
Exam Boards take place	w/c Mon 20 June
Deadline for confirmed marks and progression decisions/awards release, and for return of Board paperwork to TSA ( <i>for graduating students and continuing students</i> )	Mon 27 June
Meeting of PAB	Wed 29 June
Degree Congregations	Tue 12 July to Wed 20 July

### 3. Role of Boards of Examiners

- 3.1 As normal, the role of UG Boards of Examiners meetings in 2022 will be to oversee and confirm all marks, progress decisions and (where applicable) awards.
- 3.2 **Extenuating circumstances (ECs):** The impact of ECs should be considered as normal by Boards of Examiners for all students. The requirement for students to provide evidence when submitting ECs was reinstated in 2021/22, following a relaxation of requirements during the previous two years of the pandemic. EC Panels will have made their recommendations to the Board of Examiners on this basis.
- 3.3 **Degree classifications:** In common with the previous two years, every student's profile of marks will be considered in determining the degree classification for graduating students, to ensure that any COVID-related disruption is taken into account. In each case, the Board will assure itself that each student has met their programme learning outcomes and gained any core competencies required for professional accreditation. See Parts A-E for further detail regarding the calculation and determination of degree classifications.
- 3.4 **Recommendations 'Notwithstanding Regulations':** The principle of Notwithstanding Regulations is replaced this year with the principle of 'Notwithstanding Assessment Frameworks', 'Notwithstanding Fair Assessment Policy' or 'Notwithstanding Emergency Frameworks' where applicable. PAB will be scheduled to take place to consider any individual cases as appropriate. Advice on individual cases can be sought from Registry as normal.
- 3.5 **Chair's Statement:** The Chair (and external examiner) will need to sign off a statement as normal to confirm that the Board has operated appropriately and all degree classifications have been agreed by the external examiner. A template statement will be provided by Registry to reflect the current arrangements.

### 4. Role of External Examiners

- 4.1 As normal, external examiners are responsible for scrutinising and endorsing the outcomes of assessment processes, confirming results and progress decisions. Their role in moderating samples of

work, meeting with students, attending Boards of Examiner meetings (virtually or in person) and submitting their annual report remains unchanged.

- 4.2 **Assessment Frameworks:** External examiners are not asked to give retrospective approval to the Assessment Frameworks. They have been informed of the broad approach, and their role this year, as in all years, is to quality assure the application of the Regulations/Policy rather than approve the University's legislation. A communication was sent to external examiners in February 2022 to update them on the Assessment Frameworks and to thank them for their continued support.
- 4.3 **Meetings with students:** External Examiners should be provided with the opportunity to meet with students, as normal. Meetings may be arranged virtually or in person.
- 4.4 **Attendance at Board of Examiners meetings:** As normal, an external examiner should attend all Board meetings (virtually or in person) or, if this is not possible, a consulting mechanism should be in place before marks and decisions are released. If there are any difficulties with securing external examiner input, please consult with the DPVC (Education) via Registry.
- 4.5 **Degree classifications:** The external examiner should be asked explicitly to review and endorse all degree classification decisions, following a review of the student's mark distribution. This is essential in order to evidence the maintenance of academic standards and that students have been treated fairly and not disadvantaged by the continuing pandemic situation. We may need to produce this evidence in response to academic appeals or complaints from students.
- 4.6 **Annual report:** External examiners will be required to complete an annual report as normal.

## 5. Practical Arrangements for Board of Examiners Meetings

- 5.1 **Meetings:** Meetings may continue to be held virtually using Teams, Zoom or similar, in person, or in a hybrid format.
- 5.2 **Quoracy:** The normal quoracy arrangements apply, i.e. a minimum of three academic staff plus an external examiner. If this is not possible for any reason, please consult with the DPVC (Education) via Registry.
- 5.3 **Minutes:** It continues to be important to ensure that Board decisions are minuted clearly and accurately, and that minutes are returned to Registry to form part of the formal record of the arrangements this year. Minutes may need to be used as evidence should students appeal or complain, or should the QAA or OfS decide to scrutinise the University's arrangements.

## 6. Calculations in BIRMS

- 6.1 IT Services will build required amendments into the automated calculation of awards so that no manual calculations will be required. BIRMS will calculate UG degree classifications automatically, as set out in PARTS A-E.

## 7. Transcripts

- 7.1 Students will be provided with a letter to accompany their transcripts, which they can provide to potential employers or places of further study to explain how module marks and credits have been recorded in the context of the Emergency Framework.
- 7.2 If a student registered for a module in 2019/20 but did not take the assessment, in accordance with the Emergency Framework and the process applied in 2019/20, the mark should be recorded as 'N'.
- 7.3 GPA will be offered to students this year as normal, but Cum Laude awards will not be.

## PART A: Arrangements applicable to all UG students graduating in 2022

### Credit Requirements

- A1.1 In accordance with normal Regulations, each UG finalist student to be graduated will be required to have attempted 120 credits in the final year of their programme, and (in addition to marks from previous years) to have passed at least the equivalent of 100 credits at Level H or M respectively. Marks for all 120 credits taken in the final year will, as normal, be taken into account when calculating the overall mark and degree classification.
- A1.2 The total number of credits normally required for UG degrees has been amended to take account of the fact that students may have completed fewer credits during 2019/20 under the Emergency Framework. As a result, the following will apply for students graduating in 2021/22:

#### Classified Bachelor's degree with honours (360 credits):

- removal of the need for at least 320 credits;
- removal of the need for at least 100 credits at Level C or above;
- at least 100 credits at level I or above required as normal;
- at least 100 credits at level H or above required as normal.

#### Classified Bachelors degree with honours (480 credit programmes):

- removal of the need for at least 440 credits;
- at least 100 credits at level C or above required as normal;
- removal of the need for at least 200 credits at Level I or above;
- at least 100 credits at level H or above required as normal.

#### Classified Undergraduate Masters degree with honours (480 credit programmes)

- removal of the need for at least 440 credits;
- at least 100 credits at level C or above as normal;
- removal of the need for at least 100 credits at Level I;
- at least 100 credits at level H or above required as normal;
- at least 100 credits at level M required as normal.

#### Pass Degree eligibility (non-Adjusted Regulations programmes):

- If a student achieves at least 80 credits but less than 100 credits at Level H or above, they are to be awarded a Pass degree.

- A1.3 For students who are eligible for the award of an alternative qualification (CertHE/DipHE), the credit requirements have also been adjusted as follows:

- CertHE: 100 credits at Level C as per standard Regulations  
DipHE: 100 credits at Level I and all required LC credits to have been passed. Cases should be reported to PAB as 'Notwithstanding Regulations/Fair Assessment Policy', but do not require approval.

- A1.4 The arrangements for year weightings for different programmes are set out in Parts B-E.

## Reassessment

A1.5 The following Regulation was suspended in 2019/20 under the Emergency Framework:

7.2.6 (i) *Registered Students may not normally be reassessed in or repeat any module for which they have obtained credit, except for Registered Students with extenuating circumstances. In such a circumstance, the mark used for calculating a Registered Student's weighted mean mark and progress decision or final degree classification and grade point average shall be the mark obtained in the repeat attempt. If a Registered Student fails at the repeat attempt, any previously gained credit in that module will not stand.*

A1.6 This meant that, if a student achieved a lower mark in 2019/20 in the repeat attempt of a module, it was permissible to award the higher mark under the 'no detriment' principle. For any students in this situation who are graduating in 2020/21, the higher mark still stands and will contribute towards the overall mark and degree classification.

A1.7 If a student is repeating or resitting their final year in 2021/22 as a result of ECs submitted in 2019/20, they will continue to be considered under the Emergency Framework.

A1.8 With effect from 2021/22, students will be permitted to retrieve failure in the final stage of an undergraduate degree (which includes year three of a four-year UG Masters degree). This includes students who took a leave of absence in 2020/21 and have returned to their final year in 2021/22. Reassessment will normally be taken in the supplementary assessment period and will be capped at the pass mark (unless the student has ECs, as normal). Students who have already passed sufficient credits to be awarded their degree will be required to complete an online form to defer their graduation in order to take any reassessments.

## Review of Marks Profiles

A1.9 Similarly to previous years, the module marks profile will need to be reviewed for each (anonymised) student, particularly in the case of borderline classifications, to ensure that any COVID-related disruption is taken into account. It is recommended that Schools should look at this issue in a pre-board scrutiny meeting with a view to identifying cases for discussion at Boards of Examiners. In each case, the Board of Examiners will assure itself that each student has met their programme learning outcomes and gained any core competencies required for professional accreditation. As noted above, students will progress to a degree based on the usual requirement to pass at least 100 credits in the final year.

A1.10 Although first year marks cannot be added retrospectively into the degree classification, if they add positive information they should be considered as part of the overall picture of a student's potential and evidence of the impact of disruption. If Boards decide to exceptionally consider first year marks for particular students, these would fall into the category of 'Notwithstanding Regulations/Assessment Frameworks'. Any cases that receive uplift due to looking at first year marks may be approved by the Board of Examiners, but should be reported to PAB.

A1.11 The marks achieved by this year's graduating cohort should also be compared with that of the previous three year's cohorts to ensure students are not disadvantaged. Average module marks should be the basis for this comparison, not the proportion of student marks in each class. If there is a variation beyond the normal variation between years, Boards of Examiners may scale marks accordingly. If adjustment is made in a module, it must be applied to all students on that module. In order to do this, the External Examiner must be supportive, and there must be alignment with the requirements of individual professional bodies.

## Degree Classifications and Profiling

A1.12 The mark threshold and zone of discretion for each degree classification boundary has returned to normal

regulatory requirements for 2021/22. For example, an overall mark of 70% is required for the award of a first class degree; and all students who achieve an overall mark of 68 or 69 will be considered for a first class degree through the profiling system. The normal equivalent thresholds apply to 2.1 and 2.2 degrees, and normal regulatory requirements also apply for the award of a Pass degree.

- A1.13 In order to qualify for the uplift in degree classification through the profiling system, students will need to have at least 50% (60 credits) of their modules in the final year (or the final two years, for UG Masters students) in the higher classification. Of the remainder, at least 40 credits must be in the category below.
- A1.14 There might be situations in which a student has an overall mark of <70%, but is not awarded a 1st class degree because the above criteria are not fulfilled. In such cases, if the Board of Examiners decides that a student with <70% should be awarded a first class Honours, based on the full profile of marks across all years of study, an award can be made 'Notwithstanding Regulations/Fair Assessment Policy' without recourse to PAB as long as the External Examiner is supportive. The same principle also applies to 2.1, 2.2, third class and Pass degrees.

## PART B: Determination of UG degree classifications for students on a 3-year Bachelors or 4-year UG Masters programme

- B1.1 PART B applies to UG students who are on a three-year Bachelors or four-year UG Masters programme and who are graduating in 2022.
- B1.2 Marks will be calculated based on the arrangements set out in Part A and the process set out below to determine an overall weighted mean mark that will be used to determine the final degree classification.
- B1.3 For each student, in addition to these requirements, there must be sufficient evidence that they have met the overall Programme Learning Outcomes and any core competencies required for professional accreditation.

### Year Weightings

#### Three-year Bachelors Degrees

- B1.4 In a **three-year Bachelors degree**, second year marks are usually worth 25% of a final degree classification. Given that we have full second year marks profiles for most students, they will be counted as usual (subject to a review of overall marks profiles as outlined in Part A).

#### Four-year UG Masters Degrees

- B1.5 In a **four-year UG Masters degree**, the marks for the credits achieved in the third year and fourth year are combined (as Stage 3) and they contribute 80% to the final degree classification. Second year marks normally count for 20%. To ensure students are treated in the same way as other students whose second year was disrupted in 2019/20, the second year marks will only be used if they do not have a negative impact on the overall degree classification.
- B1.6 To ensure this policy is fair to all students and in line with previous years, the full 20% can be counted if students have marks for at least 60 credits from their second year (2019/20) based on completed modules and partial credits for incomplete modules. For students with more than 20 and fewer than 60 credits, the formal progression mark from their second year (2019/20) will be weighted at 10% of their overall mark for degree classification.
- B1.7 Students who have <20 credits from their second year (2019/20) will have received a formal progression mark, but it will not be used to influence the final degree classification because it would have undue weight compared to other students. It can, however, be used in a positive way during the degree classification process as evidence of potential or the impact of disruption.
- B1.8 In summary: the marks for Stage 3 will count 80% of the degree classification if the second year is 20%; 90% if second year is 10%, and 100% if the second year marks are not used.

#### Four-year LANS Degrees

- B1.9 For a **LANS BA/BSc degree**, for each (anonymised) student, examination boards will consider the marks for credits achieved at stage 2 (years 2 and 3) concluding in the academic year 2020/21. Stage 2 contributes 25% to the calculation of the degree mark.
- B1.10 The fourth year (2021/22) will contribute 75% (as normal) to the final degree classification. Where there is evidence of a negative impact on either second or third year marks contributing to the Stage 2 portfolio for

students graduating in 2022 (whose year 2 and/or Year of Study Abroad, in Computer Science, or in Business may have been disrupted), the stage 2 marks will only be counted towards the degree classification if they confirm or improve a student's classification.

B1.11 In a **four-year LANS MSci/MArts degree**, the marks for the credits achieved in the third year (i.e. in 2020/21) will be combined with the fourth year (2021/22) to contribute 75% to the final degree classification. Year 2 (2019/20) counts for 25%.

Note: the assessments undertaken and credits achieved in the academic year 2019/20 may require review to mitigate for any disruption relating to COVID restrictions. Where this mitigation is invoked and to ensure it is fair to all students, the full 25% of degree classification can be derived from year 2 as standard if students have marks for at least 60 credits from their second year (2019/20) based on completed modules and partial credits for incomplete modules.

B1.12 For students with <60 credits, their formal progression mark from their second year (2019/20) will be weighted at 10% of their overall mark for degree classification.

B1.13 Students who have <20 credits from their second year (2019/20) will have received a formal progression mark, and although it cannot be used to influence the final degree classification because it would have undue weight compared to other students, it can be used in a positive way during the degree classification as evidence of potential or the impact of disruption.

## PART C: Determination of degree classifications for UG students on a programme with a year abroad

- C1.1 Part C applies to UG students who are on a four-year programme with a year of study abroad and who are graduating in 2022.
- C1.2 Marks will be calculated based on the arrangements set out in Part A and the process set out below to determine an overall weighted mean mark that will be used to determine the final degree classification.
- C1.3 For each student, in addition to the requirements below, there must be sufficient evidence that they have met the overall Programme Learning Outcomes and any core competencies required for professional accreditation.

### Year weightings

#### For all students on four-year degrees (BSc, BA) with a Year Abroad in the third year (2020/21)

- C1.4 In a four-year degree, the marks for the credits achieved in Stage 2 (second year in 2019/20 and study abroad in 2020/21) will be used to calculate an overall mark for the degree classification based on Stage 2 (i.e. years 2 and 3) counting 25% of the overall mark (Stage 3 counts 75%).
- C1.5 Depending on the programme, either year 2 normally contributes 18.75% and the year abroad contributes 6.25% to stage 2, or year 2 and the year abroad each contribute 12.5% to stage 2.
- C1.6 The marks for stage 2 will only be used if they improve the overall mark for degree classification; if not, the final year marks will count 100% of the overall mark.
- C1.7 The credits from year 2 and the Year Abroad will be based on completed modules and partial credits for incomplete modules (and see Table 1 below for the year abroad).

#### For students where year two contributes 18.75% and year three contributes 6.25% towards the final degree classification

- C1.8 Where these mitigations are invoked for year 2, and to ensure it is fair to all students, the full 18.75% can be counted if students have marks for at least 60 credits from their second year (2019/20) based on completed modules and partial credits for incomplete modules. For students with 20 or more but fewer than 60 credits, the mark from second year will be weighted at 9.375% of their overall mark for degree classification.
- C1.9 Students who have <20 credits from their second year (2019/20) will have received a formal progression mark, and although it cannot be used to influence the final degree classification because it would have undue weight compared to other students, it can be used in a positive way during the degree classification as evidence of potential or the impact of disruption.
- C1.10 If students have at least 20 credits worth of marks (10 ECTS or equivalent) for the Year Abroad, the mark will contribute 6.25% to the overall mark for degree classification.
- C1.11 For students with <20 credits from the year abroad, their mark from the year abroad will not be used for the overall mark for degree classification. See Table 1 below for details on how marks will be split. Note: the overall performance and transcript of marks will be reviewed at Exam Boards and the most positive view will be taken for each student.

C1.12 The contribution of the final year of the degree to the overall degree classification will vary depending on the above. For example, if the second year is counted as 18.75% of the degree (based on 60+ credits achieved) and the Year Abroad is counted as 6.25% (based on 20+ credits achieved), the final year will count for 75%. However, if the second year is counted as 0% of the degree (based on 10 credits achieved) and the Year Abroad is counted as 6.25% (based on 20+ credits achieved), the final year will count for 93.75%. As noted in Section 1 above, marks from the second year and Year Abroad will only be counted if they improve or confirm the overall degree.

**For students where year two contributes 12.5% and year three contributes 12.5%**

C1.13 Where the mitigations in Section One are invoked for year two, and to ensure it is fair to all students, the full 12.5% can be counted if students have marks for at least 60 credits from their second year (2019/20) based on completed modules and partial credits for incomplete modules. For students with 20 or more but fewer than 60 credits, their formal progression mark from second year will be weighted at 6.25% of their overall mark for degree classification.

C1.14 Students who have <20 credits from their second year (2019/20) will have received a formal progression mark, and although it cannot be used to influence the final degree classification because it would have undue weight compared to other students, it can be used in a positive way during the degree classification as evidence of potential or the impact of disruption.

C1.15 If students have at least 20 credits' worth of marks (10 ECTS or equivalent) in the Year Abroad the mark will contribute 12.5% to the overall mark. For students with <20 credits, their formal progression mark from the year abroad will not be used for the overall mark for degree classification. See Table 1 below for details on how marks will be split.  
Note: the overall performance and transcript of marks will be reviewed at Exam Boards and the most positive view will be taken for each student.

C1.16 The contribution of the final year of the degree to the overall degree classification will vary depending on the above. For example, if the second year is counted as 12.5% of the degree (based on 60+ credits achieved) and the Year Abroad is counted as 12.5% (based on 20+ credits achieved), the final year will count for 75%. However, if the second year is counted as 0% of the degree (based on 10 credits achieved) and the Year Abroad is counted as 12.5% (based on 20+ credits achieved), the final year will count for 87.5%. As noted above, marks from the second year and Year Abroad will only be counted if they improve or confirm the overall degree.

**Table 1:**

For students who studied on a year abroad the following will apply, given that students will have had different experiences last year.

	<b>Semester 1</b>	<b>Semester 2</b>	<b>Actions</b>
1.	Attendance on study abroad – marks produced	Attendance on study abroad – marks produced	Proceed as normal using all marks achieved as normal
2.	Attendance on study abroad – marks produced	Attendance on study abroad – no marks	Use marks for Semester 1 only
3.	Attendance on study abroad – marks produced	Special UoB provision	Proceed as normal, using marks obtained from study abroad and mark scheme for UoB special provision
4.	Attendance on study abroad – no marks	Attendance on study abroad – marks produced	Use marks for Semester 2 only

5.	Attendance on study abroad – no marks	Attendance on study abroad – no marks	Use Year 2 marks to constitute 25% of the overall final degree classification mark
6.	Attendance on study abroad – no marks	Special UoB provision	Use marks for Semester 2 only
7.	Special UoB provision	Attendance on study abroad – marks produced	Proceed as normal, using marks scheme for UoB special provision and marks for study abroad
8.	Special UoB provision	Attendance on study abroad – no marks	Use marks for Semester 1 only
9.	Special UoB provision	Special UoB provision	Proceed as normal, using marks for UoB special provision

## PART D: Determination of UG degree classifications for students on 4-year programmes with work placements

- D1.1 PART D applies to UG students who are on a four-year programme with a year's work placement and who are graduating in 2022.
- D1.2 Marks will be calculated based on the arrangements set out in Part A and the process set out below to determine an overall weighted mean mark that will be used to determine the final degree classification.
- D1.3 For each student, in addition to the requirements below, there must be sufficient evidence that they have met the overall Programme Learning Outcomes and any core competencies required for professional accreditation.

### Year weightings

#### Students on four-year UG degrees (BA, BSc, BEng), with a placement in the third year (i.e. in 2020/21)

- D1.4 In a four year UG degree (BA, BSc, BEng), with a placement in the third year (i.e. in 2020/2021), Stage 2 marks (comprising Years 2 and 3) are usually worth 25% of a final degree classification, with the marks for the placement year contributing 12.5% (note: in some programmes the placement contributes a mark, whereas in others they are pass/fail only, in which case the mark for Stage 2 is based entirely on the Year 2 mark).
- D1.5 To ensure students are treated in the same way as other students whose second year was disrupted in 2019/20, Stage 2 marks will only be used if they do not have a negative impact on the overall degree classification.
- D1.6 To ensure this policy is fair to all students and in line with previous years, the full 12.5% for the second year can be counted if students have marks for at least 60 credits from second year (2019/20) based on completed modules and partial credits for incomplete modules. For students with more than 20 and fewer than 60 credits, the formal progression mark from second year (2019/20) will be weighted at 6.25% of their overall mark for degree classification.
- D1.7 Students who have <20 credits from their second year will have received a progression mark, and although it cannot be used to influence the final degree classification, because it would have undue weight compared to other students, it can be used in a positive way as evidence of potential or of the impact of disruption.
- D1.8 To summarise: the marks for the final year will count 75% of the degree classification if the second and third year combined is 25%; 81.25% if the second year is 6.25%, and 87.5% if the second year marks are not used.

#### Students on four-year UG Master's degrees (MSci, MEng) with a placement in the third year

- D1.9 The marks for the credits achieved in the third year (i.e. in 2020/21) will be combined with the fourth year (2021/22) to contribute 80% (as normal) to the final degree classification.
- D1.10 To ensure students are treated in the same way as other students whose second year was disrupted in 2019/20, Stage 2 marks will only be used if they do not have a negative impact on the overall degree classification.
- D1.11 To ensure this policy is fair to all students and in line with previous years, the full 20% can be counted if students have marks for at least 60 credits from second year (2019/20) based on completed modules and partial credits for incomplete modules. For students with more than 20 and fewer than 60 credits, the formal progression mark from second year (2019/20) will be weighted at 10% of their overall mark for degree classification.

- D1.12 Students who have <20 credits from their second year will have received a progression mark, and although it cannot be used to influence the final degree classification, because it would have undue weight compared to other students, it can be used in a positive way as evidence of potential or of the impact of disruption.
- D1.13 To summarise: the marks for Stage 3 will count 80% of the degree classification if the second year is 20%; 90% if the second year is 10%, and 100% if the second year marks are not used.

## PART E: Progression of UG Continuing Students

- E1.1 PART E applies to UG continuing students (i.e. all those not in their final year in 2021/22).
- E1.2 Continuing UG students have been advised to submit all assessments. We cannot predict the future trajectory of the pandemic, so it is important that continuing students build up their profile of marks over time so that we are able to consider them for progression and eventually graduation. This will ensure we are able to deliver fair outcomes for all students.
- E1.3 Continuing UG students will progress to the next year of study based on the usual requirement to have passed at least 100 credits. Students with failed modules in the main period should be entered for Supplementary assessments as per standard regulations. In order to ensure students are not disadvantaged, however, this policy will be reviewed after the summer Boards of Examiners. The results will be compared with the performance of previous cohorts (pre-pandemic) and we will also ensure that all requirements of professional bodies are met.
- E1.4 For continuing students, the marks they take forward from each year relate to the Regulations in place at the time. The Regulations in place in each year of study will be taken into account at final award Boards when calculating the student's degree.
- E1.5 Further guidance on Boards of Examiners relevant to the year of graduation will be provided in future years, taking into account of the circumstances in which students have completed modules in previous years.