

PGT Examination Board guidance and resources 2021/22

1. Introduction

The information and guidance given here and in the supplementary Appendices are for all those who are involved in the processing of examination results and recommendations for Postgraduate Taught (PGT) cohorts in 2022, under the Assessment Framework, and where relevant, the Fair Assessment and Fair Outcomes Policy, or the 2019/20 Emergency Framework for Assessment and Progression (and other relevant Regulations where applicable for your School/Department).

*****Please read this pack carefully*****

In an effort to streamline the guidance contained in this document and avoid repetition, you will be directed to the protocol in **Appendix K.gt** throughout some sections of this pack where all the information you need is located, and to relevant web pages where applicable.

Guidance is provided on:

- where to access guidance on the process for mark calculations, credits totalling and degree classification calculations;
- Postgraduate Taught protocols for Boards of Examiners meetings;
- recommendations made Not Withstanding Fair Assessment and Fair Outcomes/Emergency Framework for Assessment and Progression Regulations;
- extenuating circumstances.

2. Role of Boards of Examiners

Please refer to **section 3 of Appendix K.gt - Role of Boards of Examiners** for information.

3. Calculation and Determination of Degree Classifications at the Board of Examiners

Please refer to **section 6 of Appendix K.gt - Calculations in BIRMS** and **Parts A, B, C** and **D** for an explanation of calculation and determination of Degree Classifications and how marks, credits and awards will be calculated for the following cohorts:

- **PART A:** For **full-time** PGT students **commencing in 2021/22** and **graduating in 2022**
- **PART B:** For **part-time** PGT students **commencing in 2020/21** and **graduating in 2022**
- **PART C:** For **part-time** PGT students **commencing in 2019/20** and **graduating in 2022**
- **PART D:** For **part-time** PGT **continuing** students (i.e. all those not in their final year in 2021/22)

4. Role of External Examiners

Please refer to **section 4 of Appendix K.gt - Role of External Examiners** for information.

5. Practical Arrangements for Virtual Board of Examiners Meetings

Please refer to **section 5 of Appendix K.gt - Practical Arrangements for Board of Examiners Meetings** for information.

6. Documentation to be returned to Taught Student Administration

Please send documentation by email to eos-tsa@contacts.bham.ac.uk and cc to the PAB secretary

A copy of the following should be submitted by the deadline for each examination period, as outlined in Appendix A:

1. The **minutes** (in paper or electronic format) from the main meeting of the Board of Examiners (with all recommendations notwithstanding Assessment Framework, Fair Assessment and Fair Outcomes Policy, Emergency Framework for Assessment and Progression Regulations or Notwithstanding Regulations clearly identified) Minutes should include programme and module codes and student ID numbers for ease of reference. Minutes should be anonymised in accordance with paragraph 6.1.1 of the Code of Practice on the Assessment of Taught Programmes and Modules and Academic Feedback.
(A useful sample template for recording minutes can be found in **Appendix B**.)
2. Copies of **pass lists for finalists** following the meeting of the Board of Examiners. Pass lists should include student names to facilitate checking of degree congregation proofs. Pass lists should be carefully checked before submission to Taught Student Administration to ensure that all students are included with the correct degree classifications.
3. The **signed Chair of Board of Examiners Statement**. The Chair of the Board of Examiners should complete the Chair's statement (**Appendix C.gt** (DOCX - 47KB)) to confirm that all decisions have been taken in accordance with the relevant Regulations and that appropriate information on exceptional cases is provided for consideration by the Progress and Awards Board. **Please note that this form requires the External Examiner's signature.**
4. A summary of extenuating circumstances cases that resulted in a change of award. A proforma for return of this information is in **Appendix D**.
5. A **summary of Recommendations** made Notwithstanding Assessment Framework, Notwithstanding Fair Assessment and Fair Outcomes Policy, Notwithstanding Emergency Framework for Assessment and Progression or Notwithstanding Regulations which are to be considered by the Progress and Award Board should be reported on the Recommendations Notwithstanding pro-forma (**Appendix E**) as required. A detailed summary of each case must be included to enable PAB to make an informed decision.

Please note:

- a meeting of PAB is scheduled for **Wednesday 9 November 2022**.
- cases should be submitted to the PAB secretary.

7. Extenuating Circumstances

- i. The overall principles and framework set out in the Regulations and [Code of Practice on Extenuating Circumstances \(ECs\)](#) have continued to apply during the COVID-19 pandemic.
- ii. The mitigations set out in the Fair Assessment Policy and [University's Emergency Framework for Assessment and Progression](#) were designed to address the situation in a broad sense for all students during 2019/20 and 2020/21.
- iii. In 2021/22, the requirement for students to provide evidence when submitting ECs has been reinstated, following a relaxation of requirements during the previous two years of the pandemic. If students wish to request a deferral of any assessments, they are also required to submit their reasons and supporting evidence. Deferred assessments will be scheduled for the Supplementary Period in August and they will usually take the same format as the original assessments.
 - **Confidentiality:** If continuing to use video conferencing facilities for EC Panel meetings, Panel members must ensure that they are able to work in a space which will allow for confidentiality when discussing student cases. This is due to the sensitive nature of the information which may be presented or

discussed, to avoid any exposure to vulnerable members of the same household e.g. children, and because the information discussed may constitute special category personal data in accordance with GDPR if the student in question is identifiable. Further information regarding confidentiality can be found in the **Guidance for Staff on Extenuating Circumstances** document.

- If a student wishes to request that they repeat their final year due to Covid-related issues, the ECs panel must continue to refer this decision to the PVC (Education), or their nominee, for approval.

8. Data protection, student debtors and feedback to students

- i. Operations Managers or nominees are regularly provided with lists of students excluded from the University due to outstanding tuition fee debt. Until the debt is cleared, marks for these students should not be confirmed at a Board of Examiners meeting (although their work may be assessed and given a provisional, unconfirmed mark).
- ii. If you are unsure which students still have a financial or other Hold, please contact your named School contact in Taught Student Administration who will be able to provide you with the information. A BOXI report is also available which will provide this information (*Banner Documents > Students > Students Records (General) > Students with an Active Hold*).
- iii. If students have a financial hold, the validation within BIRMS will prevent these students' marks and progress and award decisions from being released to Banner.
- iv. If an excluded student does undertake an assessment and requests feedback, this must be provided by the School, as this is personal information held under the Data Protection Act and therefore potentially liable to inclusion under a Subject Access Request. The student should be informed that any marks are not approved or ratified by the University until the tuition fee debt is cleared. Only Registry may produce transcripts for these students, which will have the words "Marks not approved" stamped across it.
- v. Once the debt is cleared, Registry will ask the School to take Chair's Action and confirm the student's marks and progress or award decision. The marks and decision may then be released into the Student Gateway.
- vi. If you are unsure which students have had their financial or other hold recently released, a BOXI report is available which will provide this information (*Banner Documents/Students/Students Records (General)/Students with a Released Hold*).

9. Useful Web Links

- **Assessment Framework (page for students)**
<https://intranet.birmingham.ac.uk/as/registry/exams/assessment-frameworks-202122.aspx>
- **Cohort Legislation:**
<https://intranet.birmingham.ac.uk/as/registry/legislation/index.aspx>
This provides cohort-specific links to Codes of Practice that you may find useful such as the Code of Practice on Student Attendance and Reasonable Diligence.
- **Extenuating Circumstances procedure:**
<https://intranet.birmingham.ac.uk/as/registry/policy/extcircs/index.aspx>
- **Academic Integrity (Including Plagiarism and Conduct in Examinations and Class Tests):**
<https://intranet.birmingham.ac.uk/as/registry/policy/conduct/plagiarism/index.aspx>

- **Academic Appeals:**
<https://intranet.birmingham.ac.uk/as/registry/policy/complaint-appeal/appeals/index.aspx>