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 Undergraduate (UG) cohorts in 2022, under Assessment Framework, the 2020/21 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 and note that section 3 includes information on the new final year resits process**

In an effort to streamline the guidance contained in this document and avoid repetition, you will be directed to the protocol in Appendix K.ug 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;
- Processing of marks for continuing students;
- Undergraduate protocols for Boards of Examiners meetings
- Recommendations made Not Withstanding Assessment Framework, the Fair Assessment and Fair Outcomes/ Emergency Framework for Assessment and Progression Regulations;
- Extenuating circumstances;
- Adjusted Regulations;
- Transcripts.

2. Role of Boards of Examiners

Please refer to section 3 of Appendix K.ug for information on the role of Boards of Examiners.

3. Calculation and Determination of Degree Classifications at the Board of Examiners including new Final year resits information and information relevant to Continuing Students

Please refer to section 6 of Appendix K.ug and the sub Appendices A and B for an explanation of calculation and determination of Degree Classifications and how marks, credits and awards will be calculated for the following cohorts:

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.

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 the protocol 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.

**Final year resits**

Section A1.8 of the protocol confirms that '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'.

The student-facing Final Year Resit web page which was implemented for the Main assessment period is still available for use in the Supplementary period – it has a set of FAQs for students to provide advice and guidance on the final year resits policy.

Students who wish to opt out of December graduation and elect to take their reassessments have a deadline of 5.00pm on Friday 16 September to submit their online deferral form. It would be appreciated if this could also be highlighted by Colleges to your final year students via any channels of communication that you have in place. Students can access a link to the form on the online results page of the student gateway where an ART B or ART G has been released. If students have confirmed to their School prior to their award being released that they wish to defer in order to take a final year resit, their School may release an ART J and, in these cases, the student would not be required to submit the online form.

Once submitted, the form will be received by Registry, Funding Graduation and Awards, and to Colleges so that all parties can take required action. Students will receive an automatic confirmation that their form has been received.

Students are directed to an email address owned by Registry for any queries relating to final year resits finalyearresit@contacts.bham.ac.uk. This inbox will be monitored daily by Registry staff.

To make the process as simple as possible for Colleges, Registry staff in TSA will do the following upon receipt of an opt out of graduation form:

- Reopen the ART B (Successful Completion) and undo the actions of this ART, resetting the student to their status before the ART B was released ('Normally Registered' or 'External resit/sit');
- Process and release an ART J (External resit/sit) so that the student record is correct for Colleges to input the new marks/Exam Board decision for the Exam Board in the next academic year, and for Colleges to release ART B following the Board.

It is not necessary for Colleges to take Chairs Action to ratify the ART J (External resit/sit) in these cases. Point 7 has been added to the Chair of Exam Board statement to cover this process:

"7. Final year UG students may opt out of their July or December 2022 graduation to undertake resits in any failed LH/LM module(s) taken in 2021/22. The awards confirmed at this Board will stand, and where final year students defer graduation, no further ratification of award will be required unless the degree classification changes following the re-assessment."

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Where the degree classification changes following re-assessment, this should be ratified at the next appropriate Exam Board.

Where a student has further resit opportunities available to them but is eligible for a degree award, LH/LM marks below the pass mark which had a ‘sit’ recommendation in the Main assessment period will calculate with an RP or RS module recommendation in the Supplementary period (in the same way that currently happens for LF/LC/LI modules) so it is not necessary for College staff to manually amend module recommendations.

**Use of ART E ‘Proceed and Transfer’:**

Where continuing students are progressing and transferring qualification only e.g. from an undergraduate masters to a bachelors or vice versa but are remaining on the same programme title (for example, from BEng Mechanical Engineering year 2 to MEng Mechanical Engineering year 3) the most efficient way to process these is to use the ART E-Proceed and Transfer.

Students should be asked to complete an application to transfer programme form to ensure they understand the possible implications of a transfer, but the forms can be retained by the School for the purposes of determining who should be given the ART E for ratification at the Board. TSA (Registry) only require copies of transfer forms for overseas students (this information will be required by the International Student Team (IST) in determining any visa implications) Please forward a scan of the forms for overseas students to your named TSA contact as per the current process.

**NB:** The ART E can still be entered in BIRMS for overseas students, and released following the Exam Board.

Use of the ART E in these circumstances will enable students to register for the correct version of their programme as soon as this is released from BIRMS on 6/8 September (depending on your College) and should reduce the number of queries received by Colleges and Registry related to seeing the wrong qualification on online registration.

Where students are changing their degree title, please continue to send completed transfer forms to your named TSA contact as per the current process.

**Arrangements for Students who are repeating their Final Year in 2021/22**

A small number of undergraduate students from across the University are repeating their final year in 2021/22 having originally taken their final year in 2019/20 and should be considered under the Emergency Framework for Assessment and Progression rather than the Fair Assessment Policy or the Assessment Framework.

Registry will run a report to identify these students, and Colleges will be contacted and asked to check that the list is accurate and complete. This exercise will enable Registry to produce data sheets (as was the process in 2019/20) for this cohort only and will be posted on the Sharepoint site: [https://collaborate.bham.ac.uk/asca/ECCP/SitePages/Home.aspx](https://collaborate.bham.ac.uk/asca/ECCP/SitePages/Home.aspx).

**Students given an Exam Board recommendation of ‘External sit/resit’ who wish to sit/repeat internally**

It has come to our attention that students in this situation are sometimes being directed to the appeals process to request that they be permitted to take their failed modules internally during the next academic session.

There is an established procedure in place for this scenario, whereby students are able to apply to their School/Department to sit/repeat internally using the ‘External students applying to repeat internally’ form: [External students – applying to repeat internally (birmingham.ac.uk)](https://www.birmingham.ac.uk)
There is reference to this form and web page in the explanatory text that students given an ART J-External sit/resit see when they access their results on the student gateway.

Please could you highlight this process to any colleagues who may not be aware, so as to avoid students being misdirected to Student Conduct, Complaints and Appeals.

4. Role of External Examiners

Please refer to section 4 of Appendix K.ug for information on the role of External Examiners.

5. Practical Arrangements for Virtual Board of Examiners Meetings

Please refer to section 5 of Appendix K.ug for information on Practical Arrangements for Board of Examiners Meetings.

6. Documentation to be returned to Taught Student Administration

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

A copy of the following should be submitted by the deadline for each examination period:

i. The minutes (in paper or electronic format) from the main meeting of the Board of Examiners (with all recommendations notwithstanding Assessment Framework or Notwithstanding any other 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.).

ii. Copies of pass lists for graduating students. 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.

iii. The signed Chair of Board of Examiners Statement. The Chair of the Board of Examiners should complete the Chair’s statement (Appendix C) 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. There is a new section on the form (point 7) that confirms that as part of the sign off, where final year students opt out of graduation to take resits during the supplementary period, no further ratification of results will be needed unless their degree classification changes (which will be ratified at the supplementary Exam Board).

Please note that this form requires the External Examiner’s signature.

iv. A summary of extenuating circumstances cases that resulted in a change of award. A proforma for return of this information is in Appendix D.

v. A summary of Recommendations made Notwithstanding Assessment Framework, or Notwithstanding any other Regulations in use which are to be considered by the Progress and Award Board should be reported on the Recommendations Not Withstanding Regulations (NWR) 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:
cases will be considered by email circulation on Wednesday 14 September 2022;
there will be a meeting of PAB to consider more complex cases on Tuesday 20 September 2022.

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 the 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 Assessment 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. Adjusted Regulations for Undergraduate Bachelors degrees

A slightly amended version of Adjusted Regulations are in operation this year under the Assessment Framework, for those Schools already signed up to them:

● Biosciences
● Chemical Engineering
● Chemistry
● Civil Engineering
● Computer Science
● Earth and Environmental Science
● Electronic, Electrical and Systems Engineering
● Geography
● Mechanical Engineering
● Mathematics
● Metallurgy and Materials
● Physics and Astronomy

For Bachelors programmes, the only change from the Code of Practice on Adjusted Regulations and Bachelors degrees is the removal of the requirement to achieve 100 credits at level C (where taken in 2019/20-the COVID affected year) or 100 credits at level I (where level I was taken during 2019/20) The table of LH requirements is therefore unchanged:

<table>
<thead>
<tr>
<th>Weighted Average</th>
<th>90 LH credits</th>
<th>80 LH credits</th>
<th>70 LH credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score Range</td>
<td>Class II (ii)</td>
<td>Class III</td>
<td>Pass</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------</td>
<td>-----------</td>
<td>------</td>
</tr>
<tr>
<td>70 or above</td>
<td>Class II (ii)</td>
<td>Class III</td>
<td>Pass</td>
</tr>
<tr>
<td>60-69</td>
<td>Class II (ii)</td>
<td>Class III</td>
<td>Pass</td>
</tr>
<tr>
<td>50-59</td>
<td>Class II (ii)</td>
<td>Class III</td>
<td>Pass</td>
</tr>
<tr>
<td>40-49</td>
<td>Class III</td>
<td>Class III</td>
<td>Pass</td>
</tr>
<tr>
<td>35-39</td>
<td>Pass</td>
<td>Pass</td>
<td>Pass</td>
</tr>
</tbody>
</table>

There are no changes to Adjusted Regulations requirements for Undergraduate Masters degrees.

Please refer to the Codes of Practice on Adjusted Regulations and Bachelors Degrees/Undergraduate Masters degrees for information.

**9. Transcripts**

Students who were in their first year of study in 2019/20:

- It was agreed by the Senior Education Team that as first year students were not offered a resit opportunity under the Emergency Framework for Assessment and Progression in 2019/20, that this cohort should not be disadvantaged by having fails recorded on their transcripts.

- An exercise was undertaken by Registry and IT Services to replace failed marks for year 1 students in 2019/20 with a mark and module recommendation of ‘N’ This displays as ‘AUDITED’ on the transcript.

**Display of marks for students with Extenuating Circumstances who have failed their module at the first attempt:**

In response to a small number of queries around how failed marks display on transcripts more generally, please be advised that where students fail a module at the first attempt and are given a module recommendation of sit (M, ME, MX, MI) and a mark of ‘0’, this will display on the transcript as number of attempts ‘0’ and the result will be recorded as ‘NO RESULT’.

However, where a numerical mark below the pass mark (i.e. a mark of 1% up to 39% or 49% depending on module pass mark) has been recorded with a sit module recommendation, this will be recorded as number of attempts ‘1’ and the result will be ‘FAILED’ due to an attempt at the assessments having been made.

Bearing this in mind, it may be felt to be fairer to students in this situation to record the overall module mark at your Exam Board as ‘0%’ where they have not been able to attempt all the assessment associated with the module due to Extenuating Circumstances.

Please refer to section 8 of Appendix K.ug for further information on transcripts and Appendix I.ug which illustrates the examples outlined above.

**10. 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 portal.

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).

11. 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