

Conduct of Progression and Award Boards for Taught Programmes Including Collaborative Partners Guidelines

May 2022 – April 2023

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<p>This document defines the code of conduct for all Department Progression and Award Boards and the University Progression and Award Board for all taught programmes, validated by the University of Winchester, including undergraduate, PGCE and taught postgraduate programmes delivered by the University and Collaborative Partners.</p> <p>Changes since last year are listed on page 3</p>	

CONDUCT OF PROGRESSION AND AWARD BOARDS AND UNIVERSITY PROGRESSION AND AWARD BOARDS FOR TAUGHT PROGRAMMES INCLUDING COLLABORATIVE PARTNERS GUIDELINES – MAY 2022 – APRIL 2023

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INTRODUCTION

This document details the requirements and procedures for Department Progression and Award Boards and the University Progression and Award Board for all taught programmes including, where appropriate, programmes delivered by Collaborative Partners.

The terms of agreement between the University and each Collaborative Partner are individually tailored to suit the particular circumstances and this has resulted in occasional differences in the approach taken to Boards. In most cases, the results for students studying with our Collaborative Partner are dealt with entirely within the University's own processes. But sometimes the details vary and these differences will be detailed in the formal agreement.

Regardless of whether the process differs or where the Board is held, membership of a Department Progression and Award Board and the University Progression and Award Board is a corporate responsibility for all concerned. Staff who are required to be present as members are expected to discuss students' awards and progression with proper regard to the terms of reference of the Board and to disclose any personal interest. As it is expected that members will apply general knowledge to specific situations, members are able to contribute to any discussion and, as such, are expected to be present for all the business of the Board.

Confidentiality

Discussions and deliberations of Boards are confidential. In no case shall the business or outcomes of any Board be disclosed, except in the case of investigating an appeal made by the student, and any enquiries should be referred to the Academic Registrar. No results should be discussed with students until they have received the written communication confirming the Board's decision.

KEY CHANGES SINCE LAST YEAR

Below is a list of key changes to the Guidelines with references to the main part of the document where the details appear

- For the period May 2022- April 2023, the means of running the Progression and Award Boards has reverted to the structure approved by Senate in Autumn 2019. (see full details in pages 36-38)
- Faculty staff will be responsible for the production of papers for Department/Faculty Boards. Registry are responsible for the University Boards.
- Registry will be responsible for all mark updates and updating and confirming recommendations in SITS.

THE OPERATION OF THE PROGRESSION AND AWARD BOARD SYSTEM AT WINCHESTER

The University operates a single-tier Progression and Award Board process. The boards are held at Departmental level and focus on the level of award granted to students and upon issues relating to progression between levels. Each Faculty shall hold all Department Progression and Award Boards on a single day, and they will be chaired by the Dean of Faculty and attended by the Faculty External Examiner. In 2022, these will take place in July¹. Chairs Actions are being permitted after the late July Board to permit students to attend graduation in October 2022. Students that do not meet this deadline will be presented to the next available board in August but may not be invited to attend graduation in October 2022.

In 2022, additional Faculty Progression and Award Boards will be held in August, when results of students previously considered by a Departmental Progression and Award Board are referred pending completion of resits and/or outstanding work. These are also to be chaired by the Dean of Faculty and attended by the Faculty External Examiner.

A University Progression and Award Board has been scheduled in September to consider any outstanding issues from the July and August Boards. This is normally chaired by the Deputy Vice-Chancellor and is attended by two Faculty External Examiners. A final meeting will then be held later in September to review statistical data relating to student results, including award and progression data.

¹ It is sometimes necessary for programmes on non-standard teaching cycles to arrange Progression and Award Boards at different points throughout the academic year. Where these are confirmed at the time of publication, they appear in the calendar on page 34-37

ROLE OF PROGRESSION AND AWARD BOARDS

DEPARTMENT PROGRESSION AND AWARD BOARD

The Department Progression and Awards Board shall:

- a) confirm awards and determine classifications according to the agreed classification and upgrade rules (if applicable);
- b) confirm progression;
- c) confirm recommendations on matters of progression and completion of the programme, including apprentices that are progressing onto their End Point Assessment

The task of confirming marks and module results will happen prior to the Board. Faculty staff will be responsible for checking and signing off module marks, adding late marks and all other pre-Board checks.

Following the Board, Registry will be responsible for making mark changes and updating and confirming Progression and Award Board decisions on SITS.

PROGRESSION AND AWARD BOARDS FOR COLLABORATIVE PARTNERS

Where the results and awards for Collaborative Partner's programmes are usually received at the Department Progression and Award Boards at the University, these will be ratified and approved as detailed above and communicated to the student by the University.

Where a Board is held at the above Collaborative Partner, the results will normally be ratified and the recommendations will then be submitted for approval at the next Department Progression and Award Board.

Following the Department Progression and Award Board, Registry will send decision letters and intermediate transcripts for the students with the exception of ICBS, where the Faculty will produce decision letters and intermediate transcripts for the students but these are passed to ICBS, who will circulate them to the students.

The Academic Liaison Officer shall be responsible for informing the Collaborative Partner of the details of any changes to the recommendations submitted by the Collaborative Partner's Progression and Award Board.

Details about the Constitution and Terms of Reference of these Boards can be found in Appendix A.

CONSTITUTION AND RESPONSIBILITIES OF DEPARTMENT PROGRESSION AND AWARD BOARDS

Membership

The following are required to attend to attend the entire Board:

Dean of Faculty (Chair)
 Faculty Manager (or nominee)
 Academic Registrar (or nominee)
 Director of AQD (or nominee)
 Faculty External Examiner

Where the Department Progression and Award Boards are held on one day for the whole Faculty, the following are only required to attend the timeslot for their Department's business (and contribute to the quoracy of the meeting):

Head of Department
 Programme Leaders
 Programme/Department Administrators

Attendance Requirements for Dean, Head of Department, Programme Leaders and Programme/Subject External Examiners at a Department Progression and Award Board

Dean

Where the Dean is unavailable to Chair the meeting, the meeting should be chaired by a Head of Academic Department. If neither is available, the Director of Academic Quality & Development must be informed at the earliest opportunity so that a suitable replacement may be sought.

Faculty Managers, the **Academic Registrar** and the **Director of AQD** can all send nominees to ensure quoracy.

The Board cannot go ahead without at least one **External Examiner** present for the whole Board.

Head of Department

Where the Head of Department is unavailable to attend the meeting, a Programme Leader should be nominated to act as Head of Department. If neither is available, the Dean must be informed at the earliest opportunity so that a suitable replacement may be sought.

Programme Leaders

Where a Programme Leader is unable to attend, another Programme Leader from the same Department should be nominated to represent the Programme/s. Where this is not possible the Head of Department must be informed.

Where **Programme or Departmental Administrators** cannot attend the relevant section of the Board, another administrator from the Faculty should be nominated to attend in their place. Where this is not possible, the Faculty Manager must be informed.

Programme/Subject External Examiners

External Examiners (other than the Faculty External Examiner) should be invited to attend the Department Progression and Award Board, for the timeslot relating to the programme(s) they oversee. However, they are not required to attend and do not count towards quoracy of the meeting.

The Programme/Subject External Examiner for a programme should complete the External Examiner sign off proforma (see appendix G), confirming the quality standards of the samples of work they have seen and the appropriateness of the marking. If the Programme/Subject External Examiner is unable to attend, this proforma should be completed and sent in advance of the Board. Their full, formal report should then be completed via the External Examiner website.

Declarations of Personal Interest

These should be reported to the Chair, before the meeting of the Board, who will determine whether the member(s) should be absent or simply abstain from discussions/decisions for part of the meeting, and will make a brief announcement at the start of the meeting to confirm this.

Members who are also students will normally be required to leave the room during discussion of results for their programme. Members who have a personal interest, involvement or relationship with a student being assessed may be asked to leave the room or abstain from discussions/decisions for part of the meeting.

Members who become aware during the course of an Board that they have a personal interest, involvement or relationship with a student being assessed, which they have not previously foreseen, must declare this at the earliest opportunity and the Chair will determine what action should be taken in line with the guidance above.

Terms of Reference

- a) To confer awards upon students who have completed their programmes in accordance with the appropriate Academic Regulations;
- b) To confer interim/exit awards upon students who have withdrawn from the University or who have failed to meet the requirements of their intended award;
- c) To confirm the eligibility, or otherwise, of students within each Department to progress to the next stage of their programme and to confirm the appropriate recommendation for each student according to the options (listed in section 7 of the guidelines)

Paperwork

For the graduating cohort:

- a) A list of students eligible to graduate and the recommended degree classification/category of award (e.g distinction, merit), and their benchmark where appropriate;
- b) A list of apprentices eligible to graduate and the recommended degree classification/category of award (e.g distinction, merit), and to confirm that they are either eligible to progress to the EPA or that they have passed the End Point Assessment (EPA);
- c) Mark profiles of those student's ineligible to graduate but who may become eligible to graduate at a subsequent Board following a second attempt and/or deferred completion. The profile will include details of Boards' recommendations;
- d) Mark profiles of those student's ineligible to graduate together with recommendations.

For all other cohorts:

- a) A list of students eligible to progress unconditionally;
- b) Mark profiles of student's ineligible to progress at the Board but who may become eligible to progress at a subsequent Board following a second attempt and/or deferred completion. The profile will include details of the Boards' recommendations;
- c) Mark profiles of those student's ineligible to progress together with recommendations from the Department.

Conduct of the Department Progression and Award Board

The Chair of the Progression and Award Board shall:

- a) note the list of all graduating students by page;
- b) note the list of students who are eligible to proceed by page;
- c) request confirmation that the recommendation for each deferred or failed student is correct;
- d) moderate the meeting by managing the discussions of members to ensure that due care and attention is given while ensuring that business is addressed in the time available.

The Head of Department (or their nominee) shall be required to:

- a) confirm the status of allegations of academic misconduct and report outcomes, where appropriate;
- b) report on the progress of any outstanding issue/cause for concern in the marking process, if any.
- c) submit a revised recommendation where an error or a change of circumstances is identified;

Where a student final recommendation cannot be approved at the Department Progression and Award Board, the profile will be sent to the next available University Progression and Award Board for final approval.

The Faculty External Examiner shall be invited to comment on the conduct of the Progression and Award Board and must complete the Faculty External Examiner confirmation proforma confirming that the board had been conducted according to the guidelines and that they are content with the marks and recommendations made by the Board (see appendix H)

Liaising with Programme/Subject External Examiners in relation to the summer Progression and Award Boards (June-September 2022)

Timing of samples

Prior to the first set of Progression and Award Boards (8/11 July), Programme/Subject External Examiners should be

asked to review samples of work for all available modules. The sample will be taken from student assessments that have been submitted and marked in time to be received at the summer Boards. Where individual students have elected to defer their assessment submissions, their work will not form part of the initial sample.² If more than 50% of the students opt to defer their submission, then a second sample should be sent to the External Examiner for further review, prior to the next available board.

It is recommended that each Programme keeps a list of all modules and the name of the External Examiner responsible for reporting on each one, so that a clear record is kept of when each module has been released to the External Examiner for review and the date that the results have been confirmed as appropriate. It is likely that Programmes will need to seek assurance from their External Examiners multiple times between June and September, to ensure that standards have been confirmed for all modules ahead of relevant Boards.

External Examiner attendance at Boards and 'Pre-Board' requirements

As noted in the section above about attendance at Progression and Award Boards, Programme/Subject External Examiners should be invited to any Faculty-run Department Progression and Award Boards considering students on the programmes they oversee. If they do attend a Board, they should be given the opportunity to provide assurance on the quality/standards as part of the agenda and complete the Programme/Subject External Examiner confirmation proforma (appendix G) at the meeting. Where attending remotely, or if unable to attend the Board, they should submit the completed form at least two working days in advance of the meeting.

In addition to the above, Programme Leaders should arrange a meeting with their External Examiner(s) and the wider programme team (if required) at some point in the summer to:

- a) gain further feedback on the work scrutinised;
- b) examine any statistical reports, which have been prepared;
- c) discuss any issues relating to the programme.

Programmes are also encouraged to share module or programmatic evaluation summaries with their External Examiner(s).

Although this meeting would usually take place around the same time as the summer Boards, it may be necessary to arrange it for later in the summer, after the majority of work has been submitted and processed through a Progression and Award Board.

² The only exception to this will be any Postgraduate Independent Studies, as these should all be sent to the External Examiner prior to confirmation of the student's award at a Progression and Award Board

PREPARATION BEFORE DEPARTMENT PROGRESSION AND AWARD BOARD

It is a requirement that designated members of the programme team shall:

- a) check the accuracy of assessment and module marks on the draft student profile papers and update them with any late marks or corrections as appropriate. This includes marks and grades for co-validated modules. Once these marks have been confirmed by a Board, they cannot normally be changed;
- b) review and update the draft progression recommendation and add any text regarding re/assessments the student requires to complete or where modules have been compensated. (See table of recommendations on page 11 and examples of text in Appendix B)
- c) confirm with the Programme Administrator whether there are any outstanding requests for extensions/deferrals which need to be reported at the Board;
- d) ensure that all allegations of academic misconduct have been reported to Registry and be prepared to update the Board on the progress of those allegations to date;
- e) seek advice from the Dean and/or Registry of any potential issues or concerns in advance of the meeting so that their report to the Department Progression and Award Board is clear and concise.

UNIVERSITY PROGRESSION AND AWARD BOARD

CONSTITUTION AND RESPONSIBILITIES OF UNIVERSITY PROGRESSION AND AWARD BOARD

In 2022 there will be one University PAB, which will take place in September.

Membership

The following are required to attend the University Progression and Award Board

Deputy Vice Chancellor or their nominee (Chair)

Dean of each Faculty or their nominee (where marks from that Faculty are being presented)

Faculty Manager of each Faculty or their nominee (where marks from that Faculty are being presented)

Academic Registrar (or nominee)

Director of AQD (or nominee)

Two Faculty External Examiners

Full membership as shown above will be required for the Progression and Award Board to be quorate.

Attendance Requirements for Deputy Vice-Chancellor, Dean and Externals at a University Progression and Award Board

Deputy Vice Chancellor

Where the Deputy Vice Chancellor is unavailable to Chair the meeting, the meeting should be chaired by an appropriate senior member of staff as nominated by the Deputy Vice Chancellor.

Dean

Where the Dean is unavailable to attend the meeting, a Head of Academic Department shall attend. If neither is available, the Director of Academic Quality & Development must be informed at the earliest opportunity so that a suitable replacement may be sought.

Faculty Managers, the **Academic Registrar** and the **Director of AQD** can all send nominees to ensure quoracy.

External Examiners

At least two Faculty External Examiners are required to be present at the University Boards, and this can be either physically or virtually.

Declarations of Personal Interest

These should be reported to the Chair, before the meeting of the Board, who will determine whether the member(s) should be absent or simply abstain from discussions/decisions for part of the meeting, and will make a brief announcement at the start of the meeting to confirm this.

Members who are also students will normally be required to leave the room during discussion of results for their programme. Members who have a personal interest, involvement or relationship with a student being assessed may be asked to leave the room or abstain from discussions/decisions for part of the meeting.

Members who become aware during the course of an Exam Board that they have a personal interest, involvement or relationship with a student being assessed, which they have not previously foreseen, must declare this at the earliest opportunity and the Chair will determine what action should be taken in line with the guidance above.

Terms of Reference

- a) To confer awards upon students who have completed their programmes in accordance with the appropriate Academic Regulations;
- b) To confer interim/exit awards upon students who have withdrawn from the University or who have failed to meet the requirements of their intended award;
- c) To confirm the eligibility, or otherwise, of students to progress to the next stage of their programme and to confirm the appropriate recommendation for each student according to the options (listed in section 7 of the guidelines)
- d) receive comments and advice from the External Examiner(s) at the meeting;
- e) To receive award and progression data at the last meeting of the academic year;

Paperwork

For the graduating cohort:

- a) A list of students eligible to graduate and the recommended degree classification/category of award (e.g distinction, merit), and a benchmark where appropriate;
- b) A list of apprentices eligible to graduate and the recommended degree classification/category of award (e.g distinction, merit), and to confirm that they are either eligible to progress to the EPA or that they have passed the End Point Assessment (EPA);
- c) Mark profiles of those student's ineligible to graduate but who may become eligible to graduate at a subsequent Board following a second attempt and/or deferred completion. The profile will include details of Department's recommendations;
- d) Mark profiles of those student's ineligible to graduate together with recommendations.

For all other cohorts:

- a) A list of students eligible to progress unconditionally;
- b) Mark profiles of student's ineligible to progress but who may become eligible to progress at a later Board following a second attempt and/or deferred completion. The profile will include details of the Department's recommendations;
- c) Mark profiles of those student's ineligible to progress together with recommendations from the Department.

Conduct of the University Progression and Award Board

The Chair of the University Progression and Award Board shall:

- a) note the list of all graduating students by page;
- b) note the list of students who are eligible to proceed by page;
- c) request confirmation that the recommendation for each deferred or failed student is correct;
- d) moderate the meeting by managing the discussions of members to ensure that due care and attention is given while ensuring that business is addressed in the time available.

The Dean of Faculty (or their nominee) shall be required to:

- a) confirm the status of allegations of academic misconduct and report outcomes, where appropriate;
- b) report on the progress of any outstanding issue/cause for concern in the marking process, if any.
- c) submit a revised recommendation where an error or a change of circumstances is identified;

The Faculty External Examiners shall be invited to comment on the conduct of the University Progression and Award Board and must complete the Faculty External Examiner confirmation proforma either at the meeting, or within two working days if attending remotely (see appendix H).

RECOMMENDATIONS FOR AWARD/PROGRESSION

In some cases, programmes have specific exemptions from the Academic Regulations such that the recommendations below may be amended slightly. Where this occurs, the Programme Leader is responsible for drawing this difference to the attention of the Exam Board when recommending a decision that varies from those listed below.

Programmes may wish to use the Flowcharts in Appendices 4 – 6 to help them make the correct recommendations.

Recommendation	Comments
Graduate	For students with a complete profile who qualify for their intended award
Graduate and Proceed to EPA	For apprentices that have a complete profile who qualify for their intended academic award and are completing a non-integrated End Point Assessment
Graduate with an exit award	Only if the student has formally withdrawn. If no request or withdrawal form has been received, then the Board shall make a recommendation from the list below.
Proceed	For students eligible to proceed to the next stage/level of their programme.
Proceed to complete Independent Study	<i>For Masters' students only:</i> for students eligible to write up their dissertation or equivalent. NB: PT students are required to start and finish their Independent Study within 13 months at the most. If they cannot complete within this time, they must submit a valid application for extenuating circumstances in order to secure an extension.
Proceed/Award with Compensation	The rules for compensation are below: For students who have failed only mandatory or optional modules up to 20 credits at level 4, 5, 6 or 7. Except when forbidden by accreditation, the Board has discretion to compensate up to 20 credits . A larger module may not split into smaller chunks to allow compensation. Where a module is compensated, the assessment marks will not be altered, but the overall module result shall be amended to the minimum pass mark for that level and the grade will be amended to CP (compensated pass). For further details, please refer to Appendix C

Recommendation	Comments
<p>Proceed/Award with Compensation on Grounds of Extenuating Circumstances</p>	<p>Provided that valid evidence of extenuating circumstances has been received and there is sufficient evidence from other assessments to satisfy the Board of the students' understanding of the subject matter and that the student has met the learning outcomes of the module(s) affected, the Board may recommend that one or more assessment marks may be compensated on concessionary grounds. This may include work that has not been submitted.</p> <p>There is no limit to the number of assessments or modules that may be compensated provided the above criteria are met. In each case, the mark for the assessment element will be raised to the appropriate minimum pass mark for the level, without restricting the final mark for the module. For further details, please refer to Appendix C.</p>
<p>Deferred Decision</p>	<p>For students who have work to (re)submit or (re)sit which, if they pass, will guarantee that they can proceed/graduate.</p> <p>Defer students may have no more than one failed module which will be compensated if all work due to (re)submitted over the summer is passed.</p>
<p>Fail - retake by trail fail or repeat study</p> <p>(ONLY applies to Level 4 /5 students and year 3 integrated masters students who have NOT already trail failed or repeated study and who may have work to (re)submit or (re)sit but, even if they were to complete and pass all of it, will remain ineligible to proceed/graduate)</p>	<p>These students will NOT be asked to (re)submit or (re)sit any work. Instead they will be advised that they may apply to trail fail or repeat study, as appropriate.</p> <p>The letter will include a paragraph saying that if they have any incomplete grades on their transcript and they wish to (re)submit or (re)sit work for these modules:</p> <p style="padding-left: 40px;">EITHER with a view to reducing the number of modules to be trailed or repeated next year</p> <p style="padding-left: 40px;">OR because they wish to leave with an exit qualification before the end of the summer</p> <p style="padding-left: 40px;">OR for level 4 and 5 students only, they wish to improve their GPA</p> <p>they must contact their Faculty during Student Advice Week to discuss their options and, where appropriate, make the necessary arrangements to (re)submit the work before the end of the summer vacation.</p>
<p>Fail – 3rd attempt OR retake by trail fail or repeat study</p> <p>(ONLY Applies to Final year Honours degree students who have not already trail failed or repeated study and who have successfully passed all but one of the modules taken in 2021/22)</p>	<p>These students are permitted to choose whether to attempt a 3rd attempt (provided they have previously attempted the assessments) or retake the module by part-time study in 2022/23. The module may be any size.</p> <p>The students will be advised to seek advice from their Programme Leader about which option would be more appropriate.</p> <p>If they wish to make a 3rd attempt, they must confirm this by the end of Student Advice Week.</p>
<p>Fail – 3rd attempt</p> <p>(ONLY Applies to Final year Honours degree students who have repeated study and who have successfully passed all but one of the modules taken in 2021/22)</p>	<p>These students are permitted a 3rd attempt provided they have previously attempted the assessments. The failed module may be any size.</p> <p>The student will be required to confirm whether they wish to make the 3rd attempt by the end of Student Advice Week.</p>

Recommendation	Comments
<p>Fail - 3rd Attempt OR repeat study</p> <p>(ONLY Applies to Trail Fail students at any level who failed modules taken in 2021/22)</p>	<p>These students shall be permitted an exceptional 3rd attempt for the failed modules or the option to repeat them by part-time study in 2022/23.</p> <p>Where trail fail students have failed more than two modules, the Progression and Award Board shall recommend exceptional 3rd attempts for a maximum of two modules and, if successful, offer the student the opportunity to repeat the remainder by PT study OR to repeat all the failed modules by PT study.</p> <p>3rd attempts shall only be offered for modules for which the student has previously submitted work.</p>
<p>No progress</p> <p>(Applies to students who have already repeated study or are ineligible for any of the categories above)</p>	<p>These students may have work to (re)submit or (re)sit but even if they were to complete and pass all of it will remain ineligible to proceed, graduate, apply to trail fail or repeat study.</p> <p>These students will NOT be asked to (re)submit or (re)sit any work but the letter will include a paragraph saying that if they have any incomplete grades on their transcript and they wish to (re)submit work for these modules because they wish to improve the level or classification of a possible exit qualification before the end of the summer, they must contact their Faculty during Student Advice Week to discuss their options and, where appropriate, make the necessary arrangements to (re)submit the work before the end of the summer vacation. These students' registration shall be terminated permanently with effect from the end of the summer vacation. (Such students shall be advised by Registry about the procedures for applying for an exit award.)</p>
<p>Refer to University Board</p>	<p>This must only be used in exceptional circumstances, and must only be used for such situations as below:</p> <ul style="list-style-type: none"> a) Where the outcome of an allegation of academic misconduct is pending; b) Where the DPA Board can find no suitable recommendation; or c) Where the DPA Board wishes to recommend the student be required to submit a second attempt for one or more assessments for an optional module, where compensation would normally be applied. <p>Where a student has failed an element within an optional module and meets the criteria for compensation, compensation should be automatic, even though this may be a fail at the first attempt since it can reasonably be expected that failure in any one element of assessment in an optional modules is compensatable.</p> <p>However, several programmes have claimed that there may be circumstance in which it could be in the student's best interest to make a second attempt at the assessment (if that opportunity exists.) If this is the case, '<i>Refer to University Board</i>' should be updated on the student's profile, with an explanation to why the second attempt is recommended.</p>

GRADES

Below are the various grades and codes, which are applied to assessments and modules.

Marks – Grades for Level 3 – 6	Marks – Grades for Level 7
The minimum pass mark is 40%	The minimum pass mark is 50%
A / AQ module passed at 70% or above	PD / PDQ modules passed at 70% or above
B / BQ module passed at between 60 – 69%	PM / PMQ modules passed at between 60 - 69%
C / CQ module passed at between 50 – 59%	P / PQ modules passed at between 50 – 59%
D / DQ module passed at between 40 – 49%	UP / UPQ ungraded Pass for Pass / Fail modules
UP / UPQ ungraded Pass for Pass / Fail modules	
Ungraded Passes will have no accompanying percentage mark.	

- L** indicates that the **first attempt at an assessment** has an approved extension and when the mark is received, it will be for a substantive mark
A mark of 1 against an L grade must be entered if the work has been received but the marking process has not yet been completed.
For Master's programmes only: the mark and grade may be left completely blank for the Independent Study if the student is submitting it in February, rather than September.
- R** Indicates a failed assessment/module for which the student may submit a second attempt for a capped mark.
- Q/QF Q** Indicates a module which is an overall pass but which contains one or more assessments which have failed the qualifying mark for that assessment (as detailed in the Programme Specification), but an opportunity for a second attempt exists. (For instance, some programmes set requirements for a minimum mark of 35% or 40% for each piece of assessment.)
- QF** Indicates a module which is an overall pass but which contains one or more assessments which have failed the qualifying mark for that assessment and for which no opportunity for a second attempt exists.

The Departmental/Collaborative Partner Board may, however, change the overall module grade to a pass grade appropriate to the aggregate mark followed by a Q - **if they are satisfied that the student has met the learning outcomes of the failed assessment(s) elsewhere.**

Previously where the Exam Board agreed to change the Q grade, the grade was simply changed to the equivalent pass grade: so a mark of 63% with a Q grade might be changed to a 63% B. From January 2016, all such changes shall also have a Q added to the Pass grade by Registry as follows:

For L3 – L6 modules

A module passed at 70% or above would become	AQ
A module passed at between 60 – 69% would become	BQ
A module passed at between 50 – 59% would become	CQ
A module passed at between 40 – 49% would become	DQ
An ungraded Pass for Pass/Fail modules would become	UPQ

For L7 modules

A module passed at 70% or above would become	PDQ
A module passed at between 60 – 69% would become	PMQ
A module passed at between 50 – 59% would become	PQ
An ungraded Pass for Pass/Fail modules would become	UPQ

Because the compensation regulation only applies to modules with an overall mark below the minimum pass mark, modules with grade Q or QF cannot be compensated.

- F** Indicates a failed assessment/module for which no opportunity for a second attempt exists.
- W** Indicates that a student withdrew from the module before completion.
- AP** Indicates that there is a case of alleged plagiarism against an assessment within the module. This code is

only used when the alleged plagiarism is under investigation (refer to the University's Academic Misconduct Policy). If the alleged plagiarism is not proven, then the grade will be changed to that appropriate to the aggregate mark by senior Registry staff.

PR/PF Indicates a case of plagiarism proven through the University's Academic Misconduct Policy. Used only by senior Registry staff.

CP Indicates that the module was a compensated pass.

CN Indicates that one or more of the assessments for the module was compensated due to extenuating circumstances.

CALCULATION METHODS FOR AWARDS AND CLASSIFICATIONS

Date of Award

The date of award for qualifications will be the date of the Department Progression and Award Board or University Progression and Award Board.

Credits Required for Awards

All references to credits refer to CATS credits where 2 CATS credits equal 1 ECTS credit.

The Academic Regulations require full-time Undergraduate, PGCE and Integrated Master's students to take 120 credits per academic year of study, ie 4 modules of 15 credits each (or equivalent) per semester. Full-time Master's students take 180 credits per calendar year of study.

A detailed list of the credit requirements for each award can be found in Section E of the *Academic Regulations for Taught Programmes* and Section D of the *Academic Regulations for Postgraduate Research Programmes* (for Professional Doctorate programmes)

Pass/Fail Modules and RPL Credits

Modules which are graded Pass/Fail and RPL credits will be:

- a) included in the count of credits required for an award; but
- b) excluded⁷ from all calculations for a final mark and any award classification.

Classifications for Honours

First class	70% and above
Upper Second Class	60 – 69%
Lower Second Class	50 – 59%
Third Class	40 – 49%

Grade Point Average (GPA)

Percentage mark range	Grade Point Average
75+	4.25
71-74	4.00
67-70	3.75
64-66	3.50
61-63	3.25
57-60	3.00
54-56	2.75
50-53	2.50

Percentage mark range	Grade Point Average
48-49	2.25
43-47	2.00
40-42	1.50
38-39	1.00
35-37	0.75
30-34	0.50
29 or Less	0.00

Upgrade Rule for Honours Classification Borderlines

The upgrade rule is being phased out. Students who started level 4 of an Honours degree in September 2018 will not be eligible for an upgrade. The following rules will therefore only apply to students who started level 5, 6 or 7 in September 2018 or earlier:

Bachelor degree candidates whose overall mark falls within 2% of the borderline for a higher classification and who have achieved a mark equivalent to the higher classification in at least 60 credits at level 6 will be upgraded. Integrated Masters degree candidates, whose overall mark falls within 2% of the borderline for a higher classification and who have achieved a mark equivalent to the higher classification in at least 60 credits at level 7 will be upgraded. The borderlines are:

48% for Lower Second Class	(for Bachelor degrees only)
58% for Upper Second Class	(for Bachelor and Integrated Master's degrees)
68% for First Class	(for Bachelor and Integrated Master's degrees)

In accordance with the Emergency Regulations for Taught Programmes 2019/20, students in 2020/21 who receive their final classification with elements based on the 'no detriment' benchmark from 2019/20, rather than the standard calculation method will also not be eligible for the upgrade rule.

Calculation of Undergraduate Awards

In line with the Emergency Regulations for Taught Programmes 2019/20, students who received results in 2019/20 based on a benchmark rather than a standard calculation method will have two calculations for their final award classification. Students will be calculated a benchmark as well as a mark based on the standard award calculations set out below. The highest mark of the two will determine the classification for the student.

All graduating undergraduate students will receive an additional calculation based on a weighted credit average of their best 210 credits (level 5 and 6), whether they received a benchmark in 2019/20 or not.

The standard calculation method for undergraduate degrees (as detailed in Section F3 of the Academic Regulations for Taught Programmes) will also be run for all students.

Students will receive the highest of the marks calculated.

Please refer to the **Supplement to the Academic Regulations for Taught Programmes and Assessment Regulations 2021/22** to find further details regarding the different calculation methods

Alternative Degree Calculation Methods for Honours Classifications

There are a number of alternative degree calculation methods for Honours Classifications:

Top up Bachelor degrees

The calculation for classification for honours will be based on a weighted average of the 120 CATS credits taken at the University and will include the Extended Independent Study (EIS), where taken. Bridging modules are excluded from the classification of the final award.

BN Nursing (all pathways)

The calculation for classification for honours will be as follows:

A weighted average of the best 60 credits at L6 shall contribute:	60%
A weighted average of the best remaining 60 credits at L5 shall contribute:	40%

Transfers incorporating RPL

The transfer agreement between the University and the students will stipulate how the degree will be calculated and, in some cases, which modules will count towards the honours classification.

Grade Point Average (GPA)

The GPA is a mean average in which each module is counted equally according to its credit value, irrespective of level, subject or date taken. The weighted mean average shall be rounded to a whole number and converted to the equivalent GPA score according to the Mark Scheme in the *Assessment Regulations*.

L6 and L5 students will have a GPA calculated using the standard calculation method. For students who received a mark based on their benchmark in 2019/20, they will receive a second GPA calculation. The highest mark of the two will determine the classification for the student.

Please refer to the **Supplement to the Academic Regulations for Taught Programmes and Assessment Regulations 2021/22** to find further details regarding the different calculation methods.

Formula: (credits x mark) + (credits x mark) etc
 = sum/total number of credits
 = % mark (rounded to a whole number)
 = GPA score (converted using Table 2 in Appendix 2 of the *Assessment Regulations*)

Distinction and Merit Classifications

In accordance with the Emergency Regulations 2019/20, Students who received a benchmark in 2019/20 will be calculated a benchmark award result as well as a mark based on the award calculations set out below. The highest mark of the two will determine the classification for the student.

The following awards may be conferred ' <i>with Distinction</i> ' where the listed conditions are met:	
Certificate of Higher Education	overall average mark for 120 credits at level 4 is 70% or above.
Diploma of Higher Education / Foundation Degree	overall average mark for 240 credits (with 120 credits each at levels 4 and 5) is 70% or above.
Graduate Diploma	overall average mark for 120 credits at levels 5/6 is 70% or above
Pass degree	overall average mark for 180 credits at levels 5 and 6 is 70% or above.
Postgraduate Certificate	overall average mark for 60 credits at level 7 is 70% or above.
Postgraduate Diploma	overall average mark for 120 credits at level 7 is 70% or above.
Masters	overall average mark for 180 credits at level 7 is 65% or above and the mark for the Independent Study is 70% or above
The following awards may be conferred ' <i>with Merit</i> ' where the listed conditions are met:	
Certificate of Higher Education	overall average mark for 120 credits at level 4 is 60% or above.
Diploma of Higher Education / Foundation Degree	overall average mark for 240 credits (with 120 credits each at levels 4 and 5) is 60% or above.
Graduate Diploma	overall average mark for 120 credits at levels 5/6 is 60% or above
Pass degree	overall average mark for 180 credits at levels 5 and 6 is 60% or above.
Postgraduate Certificate	overall average mark for 60 credits at level 7 is 60% or above.
Postgraduate Diploma	overall average mark for 120 credits at level 7 is 60% or above.
Masters	overall average mark for 180 credits at level 7 is 55% or above and the mark for the Independent Study is 60% or above

Where students have achieved more credits than required, the best credits will be included in the classification calculation for Merit/Distinction unless the programme has previously advised the student which modules will be excluded/included or certain modules are precluded by the Programme Specification.

Aegrotat and Posthumous Awards

The University may, exceptionally, on the recommendation of a Progression and Award Board, recommend for the approval of Senate, the conferment of an Aegrotat or Posthumous award to a candidate who has completed the whole or a substantial part of a programme of study but is prevented by illness or other valid cause from completing part of an examination or assessment (leading directly to a degree, diploma or certificate) to satisfy the examiners in accordance with the relevant programme regulations.

An Aegrotat Award will not be given a Distinction/Merit classification.

Posthumous Awards may be given a Distinction/Merit classification.

APPENDIX A PROGRESSION AND AWARD BOARDS HELD AT COLLABORATIVE PARTNERS

Membership of Collaborative Partners Progression and Award Boards

The following are required to attend:

- Head/Director of Collaborative Partner (Chair) (or Academic Liaison Officer by agreement)
- Programme Leader(s)
- Academic Liaison Officer
- Relevant Programme External Examiner(s)
- Relevant academic staff (for instance, staff with responsibility for cohorts or distinct elements of a programme, or staff relevant to a particular issue which the Board is required to address.)
- Programme Administrator(s) based at the Partner
- University Faculty Programme Administrator(s)

Other members of the teaching team are welcome to attend.

Observer

Director of Academic Quality & Development (or their nominee) shall attend as an observer (not a member of the Progression and Award Board). Their role is to monitor the operation of the Board, ensure that there is equity and no apparent bias in the decisions made and report on any Progression and Award Board matters to the Deputy Vice-Chancellor.

Attendance Requirements for Chair, External Examiner Programme Leader and Academic Liaison Officer

Chair

Where the Head of Academic Department or the Head/Director of the Collaborative Partner is unavailable to Chair the meeting, Faculty Head of Quality or Academic Liaison Officer (as appropriate) shall normally take their place. If neither is available, the Director of Academic Quality & Development must be informed at the earliest opportunity so that a suitable replacement may be sought. If a Programme Leader is nominated to chair the Board, then a nominee shall fulfil their role as Programme Leader at the Progression and Award Board, in accordance with the notes below.

External Examiner

The External Examiner is required to be present when marks are confirmed. If an External Examiner is unable to attend in person then it is permissible for them to 'attend' via video conferencing or equivalent. Where an External Examiner, exceptionally, cannot attend a Progression and Award Board (as described above), they must confirm that they have had the opportunity to scrutinise the full range of assessed work and had access to the necessary documentation as laid down in the External Examiner's Policy. They should also be available for consultation by other means.

Departmental Progression and Award Boards normally consider results for more than one subject/programme so if one External Examiner or more is/are unable to attend on the day, the Progression and Award Board may go ahead provided there is at least one External Examiner present. If no External Examiner is available, the Director of Academic Quality & Development must be informed at the earliest opportunity so that a suitable replacement may be sought.

Programme Leader

Where a Programme Leader cannot attend a meeting, they must send a nominee who is fully briefed and given authority to recommend decisions on behalf of the programme.

Academic Liaison Officer

As the University of Winchester member of academic staff that has a direct link with the Collaborative Partner and the programme, the Academic Liaison Officer is required to be present. They may also act as Chair if the Head/Director of the Collaborative Partner is unable to attend.

Declarations of Personal Interest

These should be reported to the Chair, before the meeting of the Progression and Award Board, who will determine whether the member(s) should be absent or simply abstain from discussions/decisions for part of the meeting, and will make a brief announcement at the start of the meeting to confirm this.

Members who are also students will normally be required to leave the room during discussion of results for their programme. Members who have a personal interest, involvement or relationship with a student being assessed may be asked to leave the room or abstain from discussions/decisions for part of the meeting.

Members who become aware during the course of a Progression and Award Board that they have a personal interest, involvement or relationship with a student being assessed, which they have not previously foreseen, must declare this at the earliest opportunity and the Chair will determine what action should be taken in line with the guidance above.

Terms of reference and responsibilities

The Collaborative Partner Progression and Award Board shall:

- a) confirm assessment and module results for
 - all taught undergraduate programmes (including Integrated Masters programmes); and/or
 - the PGCE; and/or
 - all taught-Masters programmes for modules completed in Semester 1 and taught modules delivered in Semester 2 for which the assessments were completed by Friday of week 12.
- b) confirm the following details for modules owned by the programme:
 - the module marks and grades have been checked and are accurate. Where transcription errors have been identified, these shall be reported to the Progression and Award Board and module results recalculated, where appropriate;
 - all students have taken the appropriate number of relevant pathway credits for their programme of study (for example any RPL credits, American Exchange modules);
 - confirm the details of work to be for a second attempt or deferred first attempt, including the deadline for submission, and whether the work will receive a capped or substantive mark;
 - recommendations for compensation are clearly identified;
 - valid Extenuating Circumstance requests have been received and whether they were acted on or not required;
- c) confirm the appropriate recommendation for each student according to the options listed below;
- d) confirm the module results for students who have withdrawn from their studies and the details of an exit award, where appropriate;
- e) confirm the modules results for students who have interrupted their studies and any modules they will be required to complete and/or repeat for capped or substantive marks, as appropriate
- f) report the status of any academic misconduct investigations;
- g) receive comments and advice from the External Examiner(s) at the meeting;
- h) advise the Chair in order that Programmes, and the students registered on them, can be appropriately represented at the Faculty Progression and Award Board.

Only in exceptional cases will cohort marks be adjusted or recommended for remarking. The Progression and Award Board shall be guided by Section 6 of the *Policy and Procedures for External Examiners of Taught Programmes* and Appendix 7 – Moderation Processes of the *Assessment Regulations*.

Conduct of the Collaborative Progression and Award Board

It is expected that all members shall be present for the entire duration of the Progression and Award Board. It is recommended that the Chair delegate the presentation of results in the individual sections of the meeting to the relevant Programme Leader and that the External Examiners be invited to give their oral report following this sequence.

In order to facilitate business, Boards should not dwell on each and every module result for individual students except where they present issues.

Please note that Collaborative Boards do not have the authority to make awards: it is University policy to reserve this responsibility for the Department Progression and Award Board or the University Progression and Award Board.

APPENDIX B EXAMPLES OF DETAILS TO BE ADDED TO THE STUDENT PROFILE

All these details must be entered onto the Student Record System (SITS) as part of the preparation process, and must be updated by the deadlines outlined below ready for the board papers to be produced.

Resubmission/Resit Information – For DEFERRED STUDENTS ONLY

Programmes are required to publish all the details of any (re)submissions, due to be completed over the summer, via Unimail/Canvas. Therefore, the details that the Programme are required to enter for the board, which will be translated to the student result letter are as follows:

- a) module code
- b) assessment type/description
- c) due date – **this must be entered for ALL assessments because there is no standard deadline this summer**
- d) Programmes must clearly state whether each piece of work is submitted for a capped mark or a substantive mark.

Example:

Submit assignment 2 for [module code] by Monday 10 July for a substantive mark
Resit examination for [module code] for 40% (date to be confirmed by Registry)

Or, if there a number of re/submissions, just list them rather than use a sentence as above:

Example:

Resubmit essay 1 for AB1001 for 40% by Monday 10 July
 Submit report for AB1002 for a substantive mark by Friday 15 July
 Resit exam for AB1001 for 40% (date to be confirmed by Registry)
 Sit exam for AB1002 for a substantive mark (date to be confirmed by Registry)

Compensation

The Programme must identify which module has been compensated, but nothing else. The result letter to the student will include details about how the student may request to resubmit a work, where possible. A Programme must include any details where a compensated module will restrict a students pathway and/or dissertation subject.

Examples:

HS1010A has been compensated.

or

SP2010 has been compensated and you are required to change your pathway. Please contact the Programme Leader to discuss your options.

Terminology

The following terms are to be used on Progression and Award Board paperwork and in letters to students to clarify exactly what the requirements are for outstanding work.

An explanation of these terms is provided to each student with the letter from the Progression and Award Board.

- 'Submit' means the mark recorded for the coursework will be a substantive mark.
- 'Resubmit' means the mark recorded for the coursework will be a capped mark.
- 'Sit' means the mark recorded for the presentation/exam will be a substantive mark.
- 'Resit' means the mark recorded for the presentation/exam will be a capped mark.

APPENDIX C GLOSSARY

All Regulations and Policy documents referred to below can be found via the **University website**.

Supplement to the Academic Regulations for Taught Programmes and Assessment Regulations 2021/22
 Capped Mark
 Compensation at Levels 4, 5, 6 and 7
 Compensation on Concessionary Grounds
 Extenuating Circumstances
 Repeat Study
 Substantive Mark
 Trail Fail

CAPPED MARK

As defined in **Sections B7, B10 and C2** of the **Assessment Regulations**

This is the mark awarded for a late submission or a second attempt following failure or non-submission. All work must be given a substantive mark but where the student is submitting a second attempt (following failure or non-submission) or repeating a module, the mark recorded on their transcript will normally be 'capped' at the minimum pass mark for that level.

NB Markers must include substantive mark on all work submitted for a second attempt. This is good practice, provides feedback to the student and is also useful if a student successfully appeals a Department Progression and Award Board/University Progression and Award Board decision and is subsequently awarded a substantive mark.

In accordance with the Supplement to the Academic Regulations for Taught Programmes and Assessment Regulations 2021/22, the Progression and Award Board has the discretion to offer uncapped second attempts for whole module cohorts where the module has been identified as having been impacted unexpectedly by either Covid restrictions or unforeseen Covid related circumstances. In order to be eligible for this mitigation, the Faculty should have submitted a Module Impact Statement, and received approval from the Deputy Vice Chancellor, prior to the Board taking place.

COMPENSATION AT LEVELS 3, 4, 5, 6 AND 7

In accordance with the Academic Regulations for Taught Programmes and Assessment Regulations the rules about compensation the following:

The Department Progression and Award, Collaborative Partner Progression and Award Board and the University Progression and Award Board, has discretion to compensate failure in optional or mandatory modules at each level (3, 4, 5, 6 or 7), provided that the student has met the following conditions:

- a) Modules worth up to 20 credits have been failed at that level;
- b) a module mark of no more than 10 marks below the minimum pass mark defined for that level has been achieved for the failed module(s);
- c) all the other modules required to be taken for the programme at that level have been passed (with the exception of the Master's Independent Study);
- d) the learning outcomes required for that level of study have been achieved (with the exception of those solely associated with the Master's Independent Study).

Compensation may be applied to a module that is taken for the first time or to replace a failed module either by repeat study or trail fail.

Exceptionally, a Core module may be compensated if a student is transferring to another programme and the new programme does not require the module to be Core.

The module may be compensated whether or not the student is permitted a second attempt.

Compensation before the 2nd attempt **is recommended** in the following examples, but please note that this not an exclusive list:

- a) if the student is in their final year of study for an award;
- b) if the student is not eligible to proceed further but is eligible for an exit award;
- c) if it is not practicable to arrange the 2nd attempt before the start of the next academic year.

Compensation is a means to progress or graduate a student who has met the learning outcomes of the level/award not merely demonstrated by the accrual of credit but by engaging with specific elements of a programme. Thus, a student may be said to have achieved the learning outcomes of either a level of an award or of the entire award without necessarily having passed each element of each module therein. Compensated module(s) will be given a maximum mark of the minimum pass mark appropriate to the level of the module and will be clearly identified on the student's transcript (ie the module will be graded CP).

The student may elect not to accept the compensation and may request permission to submit a second attempt for the assessments or retake the module(s) for a substantive mark, provided that they have not already been offered an opportunity to do so. This might involve a repeat period of study. The deadline for such requests shall normally be within 15 working days of the date of the letter confirming the decision of the Progression and Award Board.

COMPENSATION ON GROUNDS OF EXTENUATING CIRCUMSTANCES

As defined in **Section D5** of the *Assessment Regulations*

The Department Progression and Award and/or University Progression and Award Board has, in exceptional cases, wider discretion to compensate at all levels for failure due to mitigating circumstances where valid evidence of extenuating circumstances has been received and where there is sufficient evidence from other assessments to satisfy the Department or Collaborative Partner Progression and Award Board of the students' understanding of the subject matter and that the student has met the learning outcomes of the module(s) affected.

Where an assessment mark is compensated on the grounds of extenuating circumstances, the assessment element shall be raised to the minimum pass mark appropriate to the level of the module without restricting the final mark for the module.

There is no limit to the number of modules that may be compensated on the grounds of extenuating circumstances as long as the Department Progression and Award Board/ University Progression and Award Board is satisfied that the student has demonstrated the ability to work at an appropriate level in the pathway for which they are registered and that they have met all learning outcomes. The advantage to the student is that they are not required to (re)submit/(re)take assessments or modules.

The student may elect not to accept the compensation and may wish to reattempt the assessment or retake the module(s) for a true mark. This might involve a repeat period of study.

EXTENUATING CIRCUMSTANCES

Under the University's regulations, requests for extensions on the grounds of extenuating circumstances will either have been dealt with at Faculty or Collaborative Partner level prior to the Progression and Award Board or will be processed through the University's *Academic Appeals Regulations*.

For further information, please refer to the University's *Self Certification for Extenuating Circumstances Policy and Extenuating Circumstances and Support to Study Procedures*

REPEAT STUDY

Students who have been advised by a Department Progression and Award Board/ University Progression and Award Board, that they are ineligible to proceed to the next academic year of study following failure in one or more modules may apply to repeat modules under the conditions stated in **Section D2** of the *Academic Regulations for Taught Programmes*

See also Trail Fail below.

Repeat Study is defined as one or more modules taken to replace failed or incomplete modules from the previous academic year in order to complete a level or stage of study. The modules may be the same or different depending on programme requirements and availability. Progression on the programme is halted until the repeat study has been completed and the Department Progression and Award Board/ University Progression and Award Board has confirmed that the student is clear to proceed to the next stage or level. The modules being taken must be attended and all assessments submitted as if the module were being taken for the first time.

SUBSTANTIVE MARK

This is the mark that reflects the student's actual achievement and may be anything between 0 – 100%. A substantive mark is awarded for the first attempt at an assignment or exam. It may also be awarded for a second attempt if the student is deemed to have valid extenuating circumstances, as approved via the University's *Extenuating Circumstances Procedures*

TRAIL FAIL

Students who have been advised by a Progression and Award Board, that they are ineligible to proceed to the next academic year of study following failure in one or two modules (up to a maximum of 30 credits) may apply to trail fail under the conditions stated in **Section D2** of the *Academic Regulations for Taught Programmes*

Trail Fail is defined as the procedure by which a student may take one or two modules (up to a maximum of 30 credits and with capped assessments marks) alongside their normal programme in order to complete the previous level or stage of study.

A module being taken to replace a previously failed module may be the same module or a new module depending on programme requirements, availability and timetabling. The student may normally choose whether or not to attend a module taken to replace a trail fail except in the case of modules being taken for the first time or where Programme or PSRB requirements prohibit this or the module is delivered by Distance Learning which do not require attendance. Trail fails cannot be taken after the final year of study has been completed. After this, the student is only eligible to apply to repeat study unless they have already repeated.

Results for assessments for trail failed modules will be capped at the minimum pass mark, just as for repeat study;

Criteria for Trail Fail

A recommendation for trail fail may only be made if **ALL** the following criteria are met:

- a) the student has failed one or two modules totalling a maximum of 30 credits and, if it is a single module that is failed, compensation is not permitted;
- b) the modules in question are not a pre-requisite for a Core module at the higher level (eg Research Methods module for EIS);
- c) the Programme has previously specified that the module may be trail failed
- d) the student has not previously trailed one or more failed modules OR repeated study on a part or full-time basis
- e) PSRB requirements permit trail fails.

If one or more of the above criteria cannot be met, then the student may only be offered the option to apply to repeat study.

Confirming Modules, Attendance Requirements and Assessments

Once the student has been offered the option to trail fail, the student shall investigate whether the trail fail module(s) will timetable along with their normal timetable. If there is a clash, they may seek to amend their normal timetable to resolve this.

If the clash cannot be resolved, they may choose to trail fail without attendance (where permitted by the Programme) or, if there is an alternative module that does timetable, seek approval from the Programme to repeat that module instead, with attendance. If the Programme states that attendance is required for the failed

module and a replacement module cannot be found, then the student will have to give up the option to trail fail and must repeat study.

If the student is permitted to repeat a module without attendance, they simply submit the assessments on the due dates set in the module handbook for that year. The Programme will make available lecture notes and copies of any online or hard copy materials issued to students registered for the module. **The student repeating the module without attendance may request and shall be given one additional tutorial for each assessment provided the request is received at least 3 weeks before the submission date⁷.** Requests submitted after this date may be turned down if the staff member does not have sufficient time available.

Application and Approval Process

Once students have agreed with their Programme Leader(s) which modules they will be taking, they shall complete and submit the appropriate application form to Registry, in accordance with University procedures. This shall include details about the advantages/disadvantages of repeat study and trail fails as well as an explanation about the programme progression and financial implications.

Applications to repeat study or trail fail, regardless of whether the student has valid extenuating circumstances or not, shall normally be accepted by the relevant Programme Leader(s) unless prohibited by PSRB or programme requirements. Programme Leaders may also set conditions on students who wish to repeat study or trail fail, (eg pathway restrictions, regular progress reviews) and may require students to withdraw at any point if these conditions are not met. Where a Programme Leader rejects an application, a written explanation shall be provided to the student.

Extenuating Circumstances

If a student has extenuating circumstances that they wish to be taken into account, they shall submit valid evidence of extenuating circumstances together with their Repeat Study/Trail Fail Application Form. The relevant Extenuating Circumstances Panel shall then advise the Programme Leader whether or not specific modules were affected by extenuating circumstances.

The Programme Leader may then take this into account when deciding whether to accept the student's application. If they do accept the student's application, then the student shall normally be awarded substantive marks for a module they take to replace a failed module that were deemed to be affected by the extenuating circumstances.

Please also refer to the flowchart in Appendix E.

APPENDIX D ACADEMIC POLICIES, REGULATIONS AND GUIDELINES

All Regulations and Policy documents referred to below can be found via the **University website**:

SUPPLEMENT TO THE ACADEMIC REGULATIONS FOR TAUGHT PROGRAMMES AND ASSESSMENT REGULATIONS 2021/22

For details of the various changes and additions to the regulations due to the Covid-19 outbreak in 2021, please refer to this document.

APPEALS AGAINST PROGRESSION AND AWARD BOARD DECISIONS

For details of the dates by which appeals must be submitted, please refer to the timetable in Appendix 4. Queries about Appeals should be made to Registry but the Academic Appeals Form should be submitted to the Director of Academic Quality & Development via appeals@winchester.ac.uk.

For further details, please refer to the University's **Academic Appeals Regulations**

EXTERNAL EXAMINING POLICY

Precepts for the operation of systems of external examining are guided by the Quality Assurance Agency for Higher Education (QAA) through their Advice and Guidance document on External Expertise.

Please refer to the **External Examiners of Taught Programmes Policy and Procedures**

MODERATION

The University's programmes adhere to the Moderation Procedures. If a student has evidence that this has not been followed, this may be grounds for an appeal.

For details about these procedures, please refer Section C3 and Appendix 7 of the **Assessment Regulations**

PLAGIARISM AND THE ACADEMIC MISCONDUCT POLICY

The determination of whether cheating, plagiarism or other forms of unfair advantage have taken place is determined by a Panel appointed according to the procedures in the *Academic Misconduct Policy* and is not a matter for discussion by the Progression and Award Boards.

In proven cases of plagiarism or other forms of cheating, the Panel will determine the penalty/penalties and will consider valid aggravating and/or mitigating circumstances when deciding upon the level of penalty. The penalty for a second or subsequent offence will normally be more severe than for a comparable first offence.

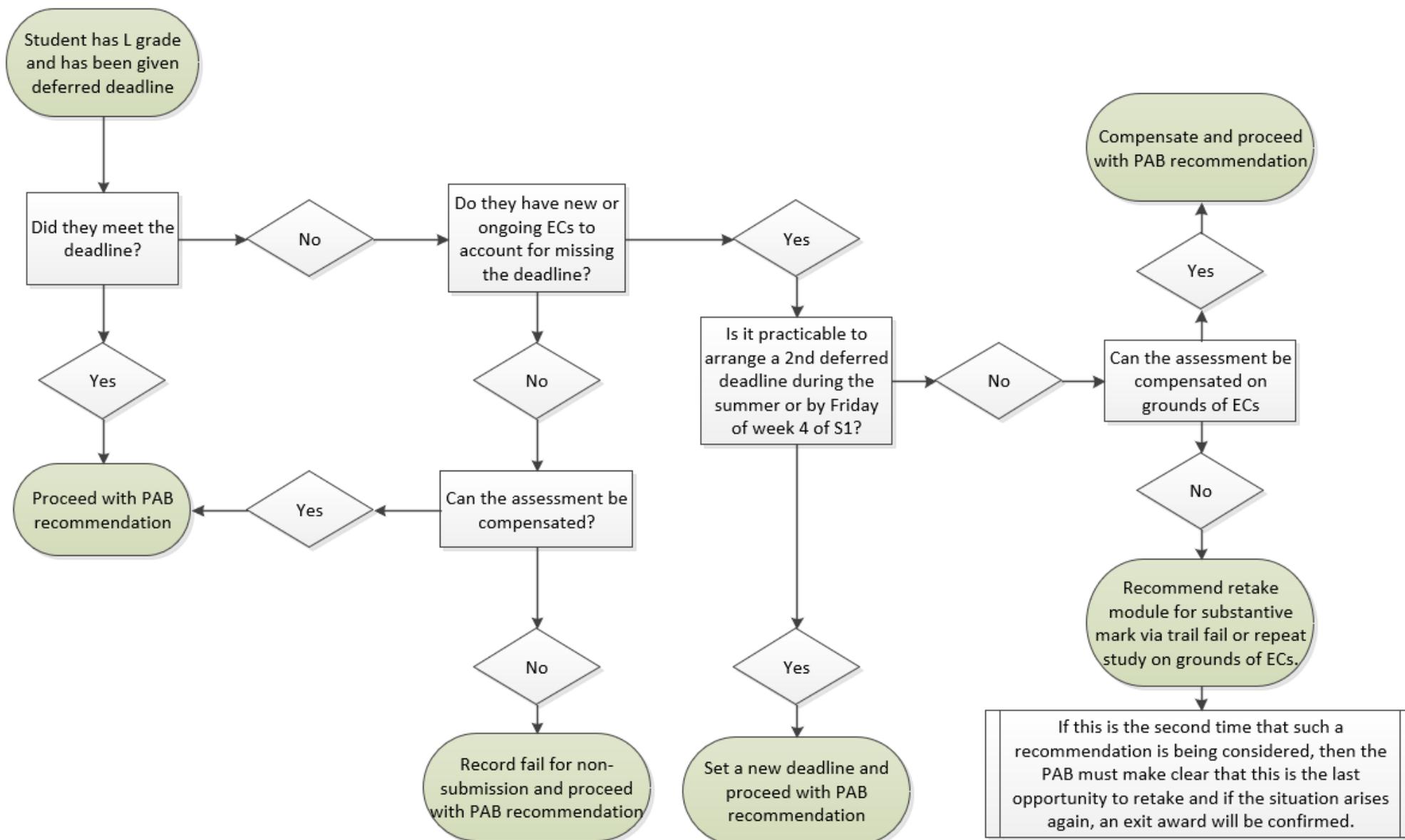
For further information, please refer to the University's **Academic Misconduct Policy**

APPENDIX E FLOWCHARTS FOR DECISION MAKING PROCESS

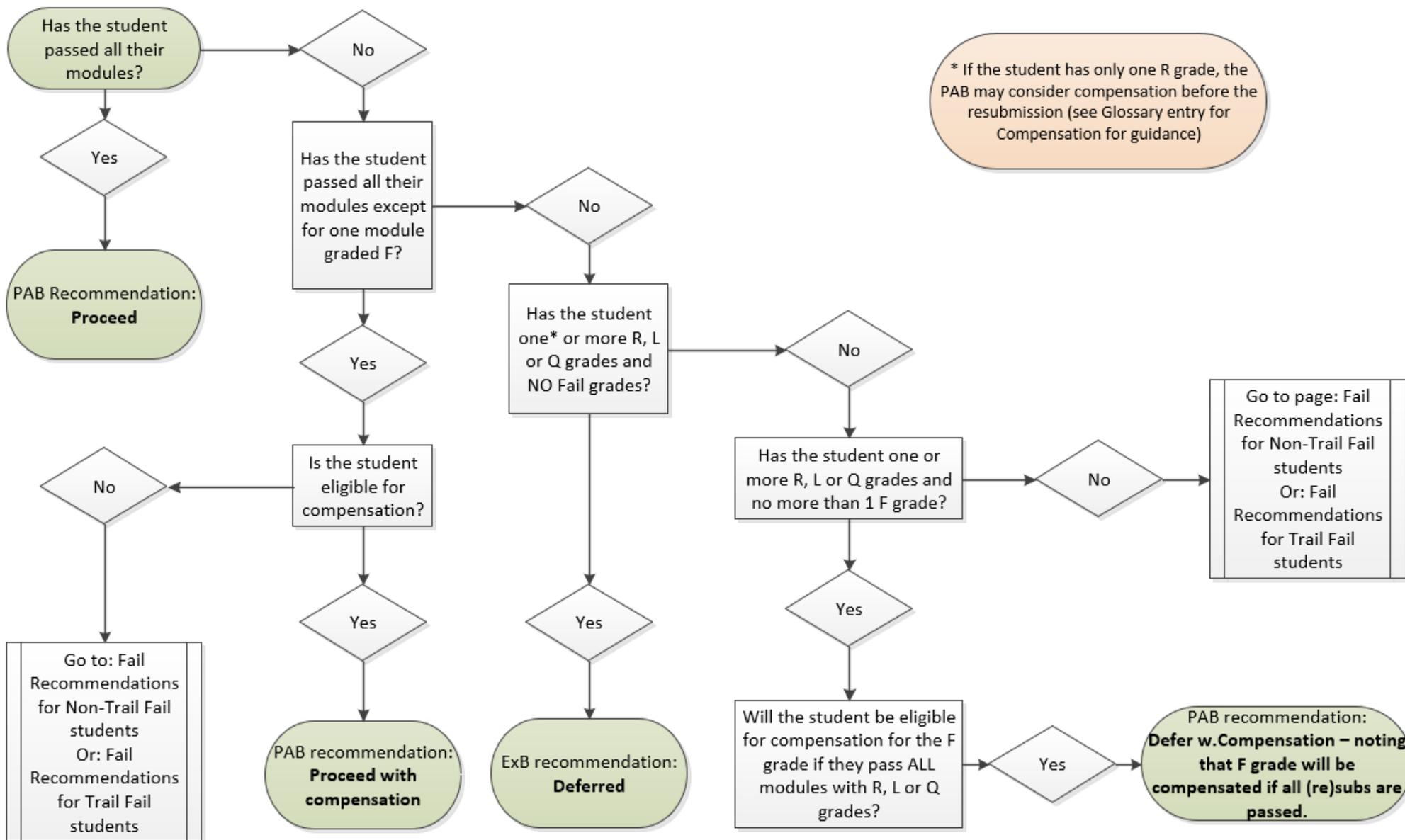
The following flow charts show the process for considering:

**STUDENTS WITH ONGOING EXTENUATING CIRCUMSTANCES
PROCEED, PROCEED WITH COMPENSATION AND DEFER RECOMMENDATIONS
FAIL RECOMMENDATIONS – FOR NON TRAIL FAIL STUDENTS
FAIL RECOMMENDATIONS – FOR TRAIL FAIL STUDENTS**

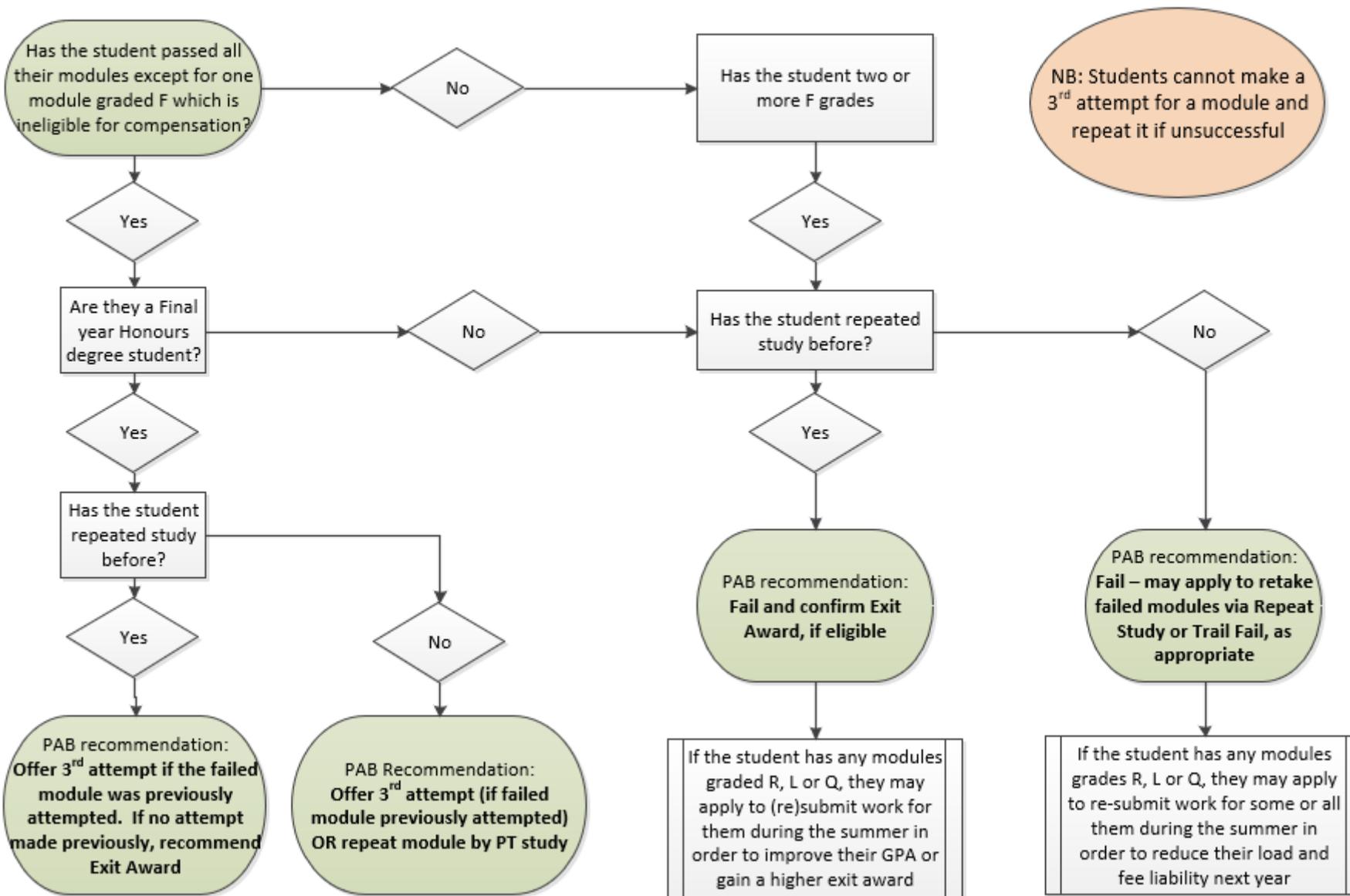
Flowchart - Considering students who have Extenuating Circumstances (ECs) during Progression and Award Brds (PABs)



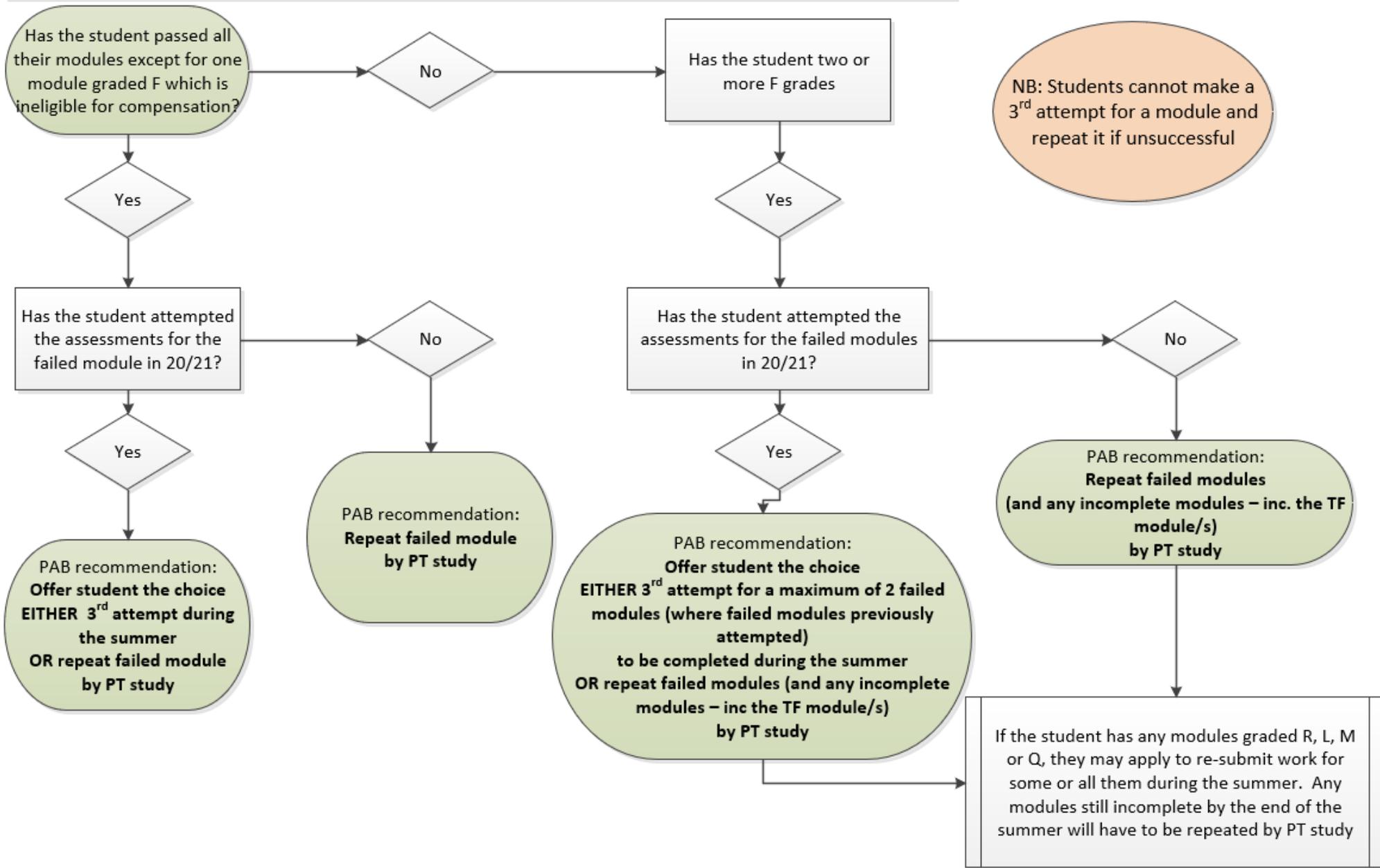
Flowchart for Proceed, Proceed with Compensation and Deferred Recommendations



Fail Recommendations for Non-Trail Fail students



Fail Recommendations for Trail Fail students



APPENDIX F SUMMER 2022 TIMELINES FOR PROGRESSION AND AWARD BOARDS

Below are the timelines and dates that have been agreed for Summer 2022

Progression and Award Board Deadlines and Dates July 2022

Department PAB: Summer board 1

Departments	Registry	Departments	Registry	Departments	All	
Mark Entry and Notify Exam.Boards. Set up Teams account	Prog Rules/Awards	Pre-Checks	Deadline:Update My Record and Send Mark updates to Exam.Boards	Re-process	Print and circulate papers	Boards Held
Fri 24 June 2022	Mon 27 June 2022	Tues 28 June 2022	Mon 4 July 2022	Tues 5 July 2022	Wed 6 July 2022	Friday 8 July 2022
Fri 24 June 2022	Tues 28 June 2022	Wed 29 June 2022	Tues 5 July 2022	Wed 6 July 2022	Thurs 7 July 2022	Monday 11 July 2022

Department PAB: Summer board 2

Departments	Registry	Departments	Registry	Departments	All	
Mark Entry and Notify Exam.Boards. Set up Teams account	Prog Rules/Awards	Pre-Checks	Deadline:Update My Record and Send Mark updates to Exam.Boards	Re-process	Print and circulate papers	Boards Held
Wed 13 July 2022	Wed 13 July 2022	Thurs 14 July 2022	Tues 19 July 2022 5pm	Wed 20 July 2022	Thurs 21 July 2022	Monday 25 July 2022

August 2022

Department PAB: Summer board 3

Departments	Registry	Departments	Registry	Departments	All	
Mark Entry and Notify Exam.Boards. Set up Teams account	Prog Rules/Awards	Pre-Checks	Deadline:Update My Record and Send Mark updates to Exam.Boards	Re-process	Print and circulate papers	Boards Held
Mon 15 August 2022	Tues 16 August 2022	Wed 17 August 2022	Mon 22 August 2022 5pm	Tues 23 August 2022	Wed 24 August 2022	Fri 26 August 2022

September 2022

Nursing board:

Departments	Registry	Departments		Registry	Departments	All	
Mark Entry and Notify Exam.Boards . Set up Teams account	Prog Rules/Awards	Pre-Checks	Deadline:Update My Record and Send Mark updates to Exam.Boards		Re-process	Print and circulate papers	Boards Held
Mon 5 Sept 2022	Mon 5 Sept	Mon 5 Sept	Tues 6 Sept	5pm	Wed 7 Sept 2022	Wed 7 Sept 2022	Thurs 8 Sept 2022

University board:

Departments	Registry	Departments		Registry	Registry	All	
Mark Entry and Notify Exam.Boards . Set up Teams account	Prog Rules/Awards	Pre-Checks	Deadline:Update My Record and Send Mark updates to Exam.Boards		Re-process	Print and circulate papers	Boards Held
Fri 9 Sept 2022	Mon 12 Sept 2022	Mon 12 Sept 2022	Tues 13 Sept	5pm	Tues 13 Sept 2022	Tues 13 Sept 2022	Wed 14 Sept 2022

Post PAB Actions, Result Letters and Appeal dates

All	Registry		Students
Boards Held	Confirm Decisions in SITS	Release results	Appeal Deadline
Friday 8 July 2022	Mon 11 July	Wed 13 July 2022	Thurs 4 August 2022
Monday 11 July 2022	Mon 11 July	Wed 13 July 2022	Thurs 4 August 2022

All	Registry		Students
Boards Held	Confirm Decisions in SITS	Release results	Appeal Deadline
Monday 25 July 2022	Tues 26 July 2022	Thurs 28 July 2022	Fri 19 August 2022

All	Registry	Registry	Students
Boards Held	Confirm Decisions in SITS	Release results	Appeal Deadline
Fri 26 August 2022	Tues 30 August 2022	Thurs 1 September 2022	Thurs 22 September 2022

All	Registry	Registry	Students
Boards Held	Confirm Decisions in SITS	Release results	Appeal Deadline
Thurs 8 Sept 2022	Fri 9 Sept 2022	Fri 9 Sept 2022	Fri 30 Sept 2022

All	Registry	Registry	Students
Boards Held	Confirm Decisions in SITS	Release results	Appeal Deadline
Wed 14 Sept 2022	Wed 14 Sept 2022	Thurs 15 sept 2022	Thurs 6 Oct 2022

APPENDIX G TEMPLATE PROGRAMME/SUBJECT EXTERNAL EXAMINER CONFIRMATION PROFORMA



Department/Faculty Progression and Award Board
Department of **

DATE of PAB

I hereby confirm that I attended the <INSERT DEPT NAME> Progression and Award Board* and confirm that quality standards have been met based on the sample of work that has been made available for me to scrutinise, and that the marking is appropriate. I therefore endorse the assessments and module outcomes presented to the Board.

<Insert Name>

External Examiner for **

Signature

Date:

*Where attendance was remote, please complete this form and submit to ** within two working days of the meeting.

If an External Examiner was unable to attend the PAB:

DATE of PAB

I confirm that quality standards have been met based on the of sample of work that has been made available for me to scrutinise, and that the marking is appropriate. I therefore endorse the assessments and module outcomes that are being presented to the Progression and Award Board being held on the date above.

<Insert Name>

External Examiner for **

Signature

Date:

APPENDIX H TEMPLATE FACULTY EXTERNAL EXAMINER CONFIRMATION PROFORMA



Faculty/University Progression and Award Board
<INSERT FACULTY NAME>

DATE of PAB

I hereby confirm that I attended the <Faculty of ** / University> Progression and Award Board* and that I approve the marks presented and recommendations made and that they adhered to the **Conduct of Progression and Award Boards for Taught Programme Guidelines May 2022 – April 2023**:

<Insert Name>

External Examiner for **

Signature

Date:

*Where attendance was remote, please complete this form and submit to ** within two working days of the meeting.