

Glossary for Contingency Regulations

Actual Mark: The Actual Mark is the mark that comes from the Assessment submission actually (sic) having been marked, by a person with appropriate expertise. It is for Heads of School (or deputy) to decide whether sufficient marking and moderation has taken place for that mark to be used. An Actual Mark applies to each Assessment (so, to each element of module assessment). For example, a module may have three assessments, a coursework for 20% of the credits, a presentation for 30% of the credits and an exam for 50% of the credits. Each of these three elements would, in normal circumstances, have an Actual Mark.

Assessments: This includes all summative assessments (for example, exams, coursework, presentations, vivas) and all summative reassessments (whether as first sit or subsequent sits). It also includes all elements of assessment and reassessment within a module. For example, a module may have three summative assessments (or reassessments): a coursework for 20% of the credits, a presentation for 30% of the credits, and an exam for 50% of the credits. Each of these three elements is an Assessment.

Completed Marks: These are marks as described in Clauses a, b and c (below) that are received by the relevant department prior to the Derived Mark Cutoff Date, and which may be used to generate a Derived Mark (or Provisionally Derived Mark). The Completed Marks will be based on the marks as listed below, some of which would always be included (Clause a) and some of which may be included in different circumstances (Clauses b and c):

- a. Actual Marks from Completed Modules will be included. It should be noted that marks visible in Moodle may not be Actual Marks, in which case these would not be used; the Head of School (or Nominee) would determine if it was appropriate to use those marks.
- b. Part For Whole Marks may be included. This will depend on whether the associated Actual Marks have been received prior to the Derivation Cutoff Date and also whether a decision about whether these are designated as Part For Whole Marks has been made prior to the Derivation Cutoff Date.
- c. If circumstances permit, Actual Marks from Assessments from Incomplete Modules may be included. This will depend on a complex array of circumstances and is decided at University level.

Completed Module: These are modules where Actual Marks have been received by the relevant cutoff date for all elements of assessment. For example, a module may have three elements of assessment: a coursework for 20% of the credits, a presentation for 30% of the credits and an exam for 50% of the credits. Each of these three elements would, in normal circumstances, have an Actual Mark. In these circumstances (i.e. Actual Marks for all elements) this would be considered a Completed Module. The module mark would be calculated in the usual weighted average way.

Contingency Regulations: These are the UoN's regulations which are to mitigate against risk to student classification and progression where University

business has been significantly disrupted. These regulations will be utilised when authorised by Senate.

Decision Period: This is the period of time given to student to consider the progression or classification decision (and associated marks) arrived at following the application of the Contingency Regulations. It would usually be a few working days. Ahead of and during this period students should consider their options and seek advice. The deadline for the decision will also be notified to students ahead of the Decision Period where possible.

Derived Mark: The calculations used for Derived Marks are explained in 'Undergraduate: How to Calculate a Derived Mark' and 'Postgraduate Taught: How to Calculate a Derived Mark and Provisional Derived Mark' documents.

Derived Mark Cutoff date: If and when the contingency regulations are enacted by Senate in periods of disruption, the Pro Vice Chancellor for Education and Student Experience and Deputy Registrar will set relevant cut off dates. It is possible that these are different for different student groups (e.g. UG, PGT, PGR) depending on the circumstances. The Derived Mark Cutoff date will be the date by which all Actual Marks need to be received by (so by close of business on that date) in order for that mark to be included in the calculation of the derived mark for that module.

Dissertation Stage: This relates to Postgraduate Taught students only. These students notionally have two Stages in their Programme of Study. The Taught Stage relates to the taught (sic) modules that are not the final dissertation or research project. For example, for a one-year full time masters totalling 180 credits, there would be 120 credits of taught modules; for a two-year full time programme there would be up to 180 credits of taught modules). This is followed by a Dissertation Stage (normally 60 credits). In calculating a student's Derived Mark, Taught Stage relates to the taught modules a student has taken. For a Postgraduate Diploma, the 120 credits relate to the Taught Stage of the masters and there is not a Dissertation Stage. In calculating a student's Derived Mark, Taught Stage relates to the taught modules the student has taken.

Equivalent Sit: If all goes to plan a student undertakes one sit at an Assessment. For various reasons sometimes additional sits are required. For example, a student may fail a module and need a reassessment (or even a second reassessment if they are eligible). Equally sometimes a student has an Extenuating Circumstance (for example, they are admitted to hospital on the day of an exam) and may be offered a first attempt at that assessment at a later date (a first sit). An Equivalent Sit means that the student will get another equal attempt at that Assessment, whether it was the student's first sit, a reassessment or a second reassessment.

Exam Board Cutoff Date: If and when the contingency regulations are enacted by Senate in periods of disruption, the PVC ESE and Deputy Registrar will set relevant cut off dates. It is possible that these are different for different student groups (e.g. UG, PGT, PGR) depending on the circumstances. The Exam Board Cutoff date will be the date by which all Actual Marks need to be received by (so by close of business on that date) in order for that mark to be included in the classification or progression decisions that the exam board will make.

Extenuating Circumstances Affected Module: A module with one or more Extenuating Circumstances Affected Assessments.

Extenuating Circumstances Affected Assessment: If a student has an upheld extenuating circumstance claim for a particular assessment which is still outstanding (for example, first sit for an exam which has not been Submitted whether through self cert or otherwise) at the relevant date, then that assessment is considered Extenuating Circumstances Affected Assessment on that date. Extenuating Circumstances Affected Assessments will be recorded as zero in the records until the assessment is Submitted, then the zero would be replaced by an Actual Mark, Part For Whole Mark or Derived Mark as per the relevant circumstances.

Incomplete Module: these are modules where Actual Marks have not been received for all elements of assessment for that module.

Non-Extenuating Circumstances Affected Assessments: Any Assessment which is not an Extenuating Circumstances Affected Assessment.

Part For Whole Mark: This mark can be calculated when there are Actual Marks for Assessments, including Partially Marked Assessments, that are worth at least 40% of the module. The weighted average of those Actual Marks will be the Part For Whole Mark for that module.

Partially Marked Assessments: for Part for Whole purposes, a Partially Marked Assessment is when some questions within that assessment are marked and some are not, enabling a weighted average of the marks to generate an Actual Mark for that Assessment. For example, if an exam was weighted 100% for the module and it had 4 questions each worth 25 marks each, if due to the reasons for the application of the contingency regulations two questions were marked and two were not, then the Actual Mark would equate to 50% of the credits of the module and thus could be used as a Part for Whole Mark for that module.

Provisional Derived Mark: the calculations used for Provisional Derived Marks are explained in 'Postgraduate Taught: How to Calculate a Derived Mark and Provisional Derived Mark' document.

Stage: A student's Stage refers to the academic year of study: for instance, Qualifying Year, Part I, Part II, Part III.

Submitted: For the contingency regulations to be applied for a student it is necessary that the student has attended, completed and/or submitted that assessment. For simplicity, the contingency regulations refer to this as Submitted the Assessment (or Submit). This applies to all forms of summative Assessment (for example, exams, coursework, presentations).

Taught Stage: This relates to Postgraduate Taught students only. These students notionally have two Stages in their Programme of Study. The Taught Stage relates to the taught (sic) modules that are not the final dissertation or research project. For example, for a one-year full time Master's programme

totalling 180 credits, there would be 120 credits of taught modules; for a two-year full time programme there would be up to 180 credits of taught modules). This is followed by a Dissertation Stage (normally 60 credits). In calculating a student's Derived Mark, Taught Stage relates to the taught modules the student has taken. For a Postgraduate Diploma, the 120 credits relate to the Taught Stage of the Master's programme and there is not a Dissertation Stage. In calculating a student's Derived Mark, Taught Stage relates to the taught modules the student has taken.

Zero Affected Modules: These are modules which include a Part For Whole Mark or Derived Mark (not Provisional Derived Mark) where those calculations included zeros from Extenuating Circumstance Affected Assessments. When discounting such modules the credits for discounting must be determined on a module basis, not by elements of Assessment.