



University of
Portsmouth

Boards of Examiners

Regulation Guidelines

Academic Registry

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BOARDS OF EXAMINERS REGULATION GUIDELINES

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Introduction

I have written these guidelines in the style of “pseudo-code” instructions to Boards of Examiners. There are seven different sections, each section written for a particular category of student. Much of the material is repetitive between sections but no Board should have to use more than two sections.

The principle used is that there are a series of IF statements, each beginning at the left hand margin to test particular conditions about the student profile the Board is considering. If there are further choices that the Board can make or further conditions the Board should test for within the main condition, the pseudo-code convention represents this by indented paragraphs, with the choice or alternative condition directly aligned beneath the first choice or condition. Further choices within these indented choices are represented by further indentations.

Each main IF statement, i.e. those nearest to the left hand margin, needs looking at for each student, because they are not all mutually exclusive. This is particularly true for the students with *defer* decisions because students with a *defer* decision in their profile of results have a right to exercise that deferral even if they have passed everything or have been recommended for an award.

The textual conventions used are *italics* to represent a UAB decision and underlined text to represent BOE decisions.

As staff from computer application and software engineering backgrounds will be the first to recognise, the guideline is not quite pseudo-code proper. I hope nevertheless that the guideline is clear and helpful.

Additionally I have included at the back of this document a set of definitive advice for Re-sit Boards, in a slightly different format, outlining the decisions possible.

Students on Stage One or Intermediate Stages of Full-Time or Sandwich Undergraduate Programmes

IF a student has a *pass* in all the units necessary for progression from the stage, as defined by the programme specification, THEN the decision is Progress.

ENDIF

IF the combined credit value of the units necessary for progression that the student has attempted but not yet passed all assessments is 20 credits or less, has attempted the final assessment and has an average mark of 40% across all units at that level THEN the Board of Examiners may compensate to award credit in the unit(s) and make the decision Progress.

IF a student has *Second Attempt Assessment* in any of the units necessary for progression, but no *Deferred First Attempt* in any of the units necessary for progression, THEN

IF the combined credit value of failed units (including *Repeat* and *Second Attempt Assessment*) is 40 credits or less, THEN the student will have second attempt assessment in those units and the decision is Second Attempt Assessment.

ELSE the Board of Examiners

EITHER makes the decision Repeat Assessment. In which case the Board of Examiners shall substitute a decision of *Repeat* for any decision of *Second Attempt Assessment*. Repeat Assessment should take the form of the student attending the failed unit(s) and completing all assessments. The overall mark in the unit(s), if the student is successful in the repeat assessment, shall be the mark they achieve and is not capped.

OR makes the decision Exclude. This decision is made if the Board considers the student is not making satisfactory progress and is unlikely to benefit from further opportunities for repeat assessment, or if the student has not been assigned credit for a period of 2 calendar years.

ENDIF

ENDIF

IF a student has *Deferred First Attempt* in any of the units necessary for progression, THEN the Board of Examiners makes the decision Deferred First Attempt. The student shall have the right to a deferred first assessment in the affected assessments.

IF a student has *Second Attempt and Deferred First Attempt* in any of the units necessary for progression, THEN the Board of Examiners makes the decision Second Attempt and Deferred First Attempt. The student shall have the right to a deferred first assessment in the affected assessments.

ENDIF

IF a student has *Second Attempt Assessment* in any of the units necessary for progression and *Deferred First Attempt* in any of the other units necessary for progression, THEN

IF the combined credit value of failed units including *Second Attempt and Deferred First Attempt, Second Attempt Assessment* and *Repeat* is 40 credits or less, THEN the student will have *Second Attempt Assessments* in those units in addition to the deferred assessments offered. The recorded decision is a combined decision of relevant statuses of Second Attempt and Deferred First Attempt, Second Attempt Assessment and Deferred First Attempt Assessment.

ELSE the student needs to be counselled that, although they have the right to take the deferred assessments, they will not be able to make normal progress even if successful in the deferred assessments because they have exceeded the permitted limit of failed units. The Board of Examiners must make the decision, Decision Deferred First Attempt Assessment.

ENDIF

IF the student is in breach of University Regulations, typically because they owe money or have not returned library books, or if the student is the subject of as yet unresolved disciplinary proceedings, THEN the Board shall make the appropriate academic decision but record a decision of Decision Withheld. The Chair of the Board shall release the academic decision once the student is no longer in breach of University Regulations, but in the case of a disciplinary offence, should liaise with the Academic Registrar before so doing.

ENDIF

Students on Stage One or Intermediate Stages of Part-Time or Distance Learning Programmes

IF a student has a *pass* in all the units necessary for progression from the stage, as defined by the programme specification, THEN the decision is Progress.

ENDIF

IF the combined credit value of the units necessary for progression that the student has attempted but not yet passed all assessments is 20 credits or less, has attempted the final assessment and has an average mark of 40% across all units at that level THEN the Board of Examiners may compensate to award credit in the unit(s) and make the decision Progress.

ENDIF

IF a student has *Second Attempt Assessment* in any of the units, but no *Deferred First Attempt* in any of the units necessary for progression, THEN

IF the combined credit value of failed units (including *Repeat* and *Second Attempt Assessment*) is 40 credits or less, THEN the student will have second attempt assessment in those units and the decision is Second Attempt Assessment.

ELSE the Board of Examiners

EITHER makes the decision Repeat Assessment. In which case the Board of Examiners shall substitute a decision of *Repeat* for any decision of *Second Attempt Assessment*. Repeat Assessment should take the form of the student attending the failed unit(s) and completing all assessments. The overall mark in the unit(s), if the student is successful in the repeat assessment, shall be the mark they achieve and is not capped.

OR makes the decision Exclude. This decision is made if the Board considers the student is not making satisfactory progress and is unlikely to benefit from further opportunities for repeat assessment, or if the student has not been assigned credit for a period of 2 calendar years.

ENDIF

IF a student has *Deferred First Attempt* in any of the units necessary for progression, THEN the Board of Examiners makes the decision Deferred First Attempt. The student shall have the right to a deferred first assessment in the affected assessments.

IF a student has *Second Attempt and Deferred First Attempt* in any of the units necessary for progression, THEN the Board of Examiners makes the decision Second Attempt and Deferred First Attempt. The student shall have the right to a deferred first assessment in the affected assessments.

ENDIF

IF a student has *Second Attempt Assessment* and *Deferred First Attempt* in any units, THEN

IF the combined credit value of failed units including *Second Attempt and Deferred First Attempt*, *Second Attempt Assessment* and *Repeat* is 40 credits or less, THEN the student will have Second Attempt Assessments in those units in addition to the deferred assessments offered. The recorded decision is a combined decision of relevant statuses of Second Attempt and Deferred First Attempt Assessment, Second Attempt Assessment and Deferred First Attempt Assessment.

ELSE the student needs to be counselled that, although they have the right to take the deferred assessments, they do not have the right to undertake *Second Attempt Assessment*. The Board of Examiners must make the decision, Deferred First Attempt Assessment.

ENDIF

IF the student is in breach of University Regulations, typically because they owe money or have not returned library books, or if the student is the subject of as yet unresolved disciplinary proceedings, THEN the Board shall make the appropriate academic decision but record a decision of Decision Withheld. The Chair of the Board shall release the academic decision once the student is no longer in breach of University Regulations, but in the case of a disciplinary offence, should liaise with the Academic Registrar before so doing.

ENDIF

ENDIF

Students on Final Stage of an An Undergraduate Award

IF a student has a *pass* in all the units necessary for the award, THEN the decision is Recommend for the Award. The Board shall additionally classify the award.

ENDIF

IF a student has attempted but not yet passed all the units necessary for the award, THEN

IF the combined credit value of the units necessary for the award that the student has attempted but not yet passed all assessments is 20 credits or less, has attempted the final assessment and has an average mark of 40% across all units at that level THEN the Board of Examiners may compensate to award credit in the unit(s) and make the decision Recommend for the Award. The Board shall additionally classify the award.

ENDIF

IF a student has *Second Attempt Assessment* in any of the units necessary for the award, but no *Deferred First Attempt* in any of the units necessary for the award, THEN

IF the combined credit value of failed units (including *Repeat* and *Second Attempt Assessment* but excluding the final project unit) is 40 credits or less, THEN the student will have second attempt assessment in those units and the decision is Second Attempt Assessment.

ELSE the Board of Examiners

EITHER makes the decision Repeat Assessment. In which case the Board of Examiners shall substitute a decision of *Repeat* for any decision of *Second Attempt Assessment*. Repeat Assessment should take the form of the student attending the failed unit(s) and completing all assessments. The overall mark in the unit(s), if the student is successful in the repeat assessment, shall be the mark they achieve and is not capped.

OR makes the decision Exclude. This decision is made if the Board considers the student is not making satisfactory progress and is unlikely to benefit from further opportunities for repeat assessment, or if the student has not been assigned credit for a period of 2 calendar years.

ENDIF

ENDIF

IF a student has *Deferred First Attempt* in any of the units necessary for the award, THEN the Board of Examiners makes the decision Deferred First Attempt. The student shall have the right to a *Deferred First Assessment* in the affected assessments.

IF a student has *Second Attempt and Deferred First Attempt* in any of the units necessary for the award, THEN the Board of Examiners makes the decision Second Attempt and Deferred First Attempt. The student shall have the right to a *Deferred First Assessment* in the affected assessments.

ENDIF

IF a student has *Second Attempt Assessment* in any of the units necessary for the award and *Deferred First Attempt* in any of the other units necessary for the award, THEN

IF the combined credit value of failed units (including *Second Attempt and Deferred First Attempt, Second Attempt Assessment* and *Repeat* but excluding the final project unit) is 40 credits or less, THEN the student will have *Second Attempt Assessments* in those units in addition to the deferred assessments offered. The recorded decision is a combined decision of relevant statuses of Second Attempt and Deferred First Attempt, Second Attempt Assessment and Deferred First Attempt Assessment.

ELSE the student needs to be counselled that, although they have the right to take the deferred assessments, they are not eligible for *Second Attempt Assessment* because they have exceeded the permitted limit of failed units. The Board of Examiners must make the decision, Deferred First Attempt Assessment.

ENDIF

IF the student is in breach of University Regulations, typically because they owe money or have not returned library books, or if the student is the subject of as yet unresolved disciplinary proceedings, THEN the Board shall make the appropriate academic decision but record a decision of Decision Withheld. The Chair of the Board shall release the academic decision once the student is no longer in breach of University Regulations, but in the case of a disciplinary offence, should liaise with the Academic Registrar before so doing.

ENDIF

Students on Final Stage of Postgraduate Programmes

IF a student has a *pass* in all the units necessary for the award, THEN the decision is Recommend for the Award. The Board shall additionally classify the award.

ENDIF

IF a student has attempted but not yet passed all the units necessary for the award, THEN

IF the combined credit value of the units necessary for the award that the student has attempted but not yet passed all assessments is 30 credits or less, has attempted the final assessment and has an average mark of 40% across all units at that level THEN the Board of Examiners may compensate to award credit in the unit(s) and make the decision Recommend for the Award. The Board shall additionally classify the award. Postgraduate Certificates are not eligible for compensation

ENDIF

IF a student has *Second Attempt Assessment* in any of the units necessary for the award, but no *Deferred First Attempt* in any of the units necessary for the award, THEN

IF the combined credit value of failed units (including *Repeat* and *Second Attempt Assessment* but excluding the final project unit) is 60 credits or less, THEN the student will have second attempt assessment in those units and the decision is Second Attempt Assessment.

ELSE the Board of Examiners

EITHER makes the decision Repeat Assessment. In which case the Board of Examiners shall substitute a decision of *Repeat* for any decision of *Second Attempt Assessment*. Repeat Assessment should take the form of the student attending the failed unit(s) and completing all assessments. The overall mark in the unit(s), if the student is successful in the repeat assessment, shall be the mark they achieve and is not capped.

OR makes the decision Exclude. This decision is made if the Board considers the student is not making satisfactory progress and is unlikely to benefit from further opportunities for repeat assessment, or if the student has not been assigned credit for a period of 2 calendar years.

ENDIF

ENDIF

IF a student has *Deferred First Attempt* in any of the units necessary for the award, THEN the Board of Examiners makes the decision Deferred First Attempt. The student shall have the right to a *Deferred First Assessment* in the affected assessments.

IF a student has *Second Attempt and Deferred First Attempt* in any of the units necessary for the award, THEN the Board of Examiners makes the decision Second Attempt and Deferred First Attempt. The student shall have the right to a *Deferred First Assessment* in the affected assessments.

ENDIF

IF a student has *Second Attempt Assessment* in any of the units necessary for the award and *Deferred First Attempt* in any of the other units necessary for the award, THEN

IF the combined credit value of failed units (including *Second Attempt and Deferred First Attempt, Second Attempt Assessment* and *Repeat* but excluding the final project unit) is 60 credits or less, THEN the student will have *Second Attempt Assessments* in those units in addition to the deferred assessments offered. The recorded decision is a combined decision of relevant statuses of Second Attempt and Deferred First Attempt, Second Attempt Assessment and Deferred First Attempt Assessment.

ELSE the student needs to be counselled that, although they have the right to take the deferred assessments, they are not eligible for *Second Attempt Assessment* because they have exceeded the permitted limit of failed units. The Board of Examiners must make the decision, Deferred First Attempt Assessment.

ENDIF

IF the student is in breach of University Regulations, typically because they owe money or have not returned library books, or if the student is the subject of as yet unresolved disciplinary proceedings, THEN the Board shall make the appropriate academic decision but record a decision of Decision Withheld. The Chair of the Board shall release the academic decision once the student is no longer in breach of University Regulations, but in the case of a disciplinary offence, should liaise with the Academic Registrar before so doing.

ENDIF

Re-Sit Boards

What follows constitutes definitive advice about interpreting the Examination and Assessment Regulations for re-sit Boards. It is given on four separate pages to cover four categories of student. I hope this method of presentation makes the options available clear.

If a student is referred in some units and is deferred in others, and has failed to pass everything, please contact me directly to talk through the case.

If a student is being re-assessed by *Second Attempt Assessment* for the final stage of the award (typically an honours degree) and has failed anything then

- They cannot have further *Second Attempt Assessment*

And one of the following decisions may be made:

1. They may be compensated (in units with a combined credit value of no more than 20 credits for undergraduate or 30 credits for postgraduate).
2. They may have repeat assessment only in the unit(s) they have failed
3. They are not allowed to carry trailed units into the next academic year.
4. They may be excluded for lack of satisfactory progress and given any exit award (including an Ordinary Degree) to which they are entitled

If a student is being assessed for the final stage of the award (typically an honours degree) by *Deferred First Attempt Assessments* only and has failed anything, one of the following decisions may be made:

1. They may be compensated (in units with a combined credit value of no more than 20 credits for undergraduate or 30 credits for postgraduate).
2. They are not normally eligible for Second Attempt Assessment. The unit will become a Fail and the student may have repeat assessments as detailed below.
3. They are not allowed to carry trailing units into the next academic year.
4. They may have repeat assessment only in the unit(s) they have failed
5. They may be excluded for lack of satisfactory progress and given any exit award to which they are entitled, which includes the Ordinary Degree.

If a student is being re-assessed for progression by *Second Attempt Assessment* (i.e. at any stage other than the final one of a course) and has failed anything then:

- They cannot have further *Second Attempt Assessment*
- They are not allowed to carry trailed units into the next academic year.

And one of the following decisions may be made:

1. They may be compensated (in units with a combined credit value of no more than 20 credits at that level).
2. They may have repeat assessment and have repeat assessment only in the unit(s) they have failed.
3. They may be excluded for lack of satisfactory progress and given any exit award to which they are entitled.

If a student is being assessed for progression by deferral only (i.e. at any stage other than the final one of a course) and has failed anything, one of the following decisions may be made:

1. They cannot have further *Second Attempt Assessment*
2. They may be compensated (in units with a combined credit value of no more than 20 credits at that level).
5. They are not allowed to carry trailed units into the next academic year.
3. They may have repeat assessment only in the unit(s) they have failed
4. They may be excluded for lack of satisfactory progress and given any exit award to which they are entitled.