

School of Mathematics

EXAMINATIONS DOCUMENT

PROCEDURES FOR ASSESSING STUDENT PERFORMANCE AT
BOARDS OF EXAMINERS

17 October, 2011

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The preparation and marking of examination papers

(This section applies to internal mathematics examinations, for service courses see the next section.)

The setting of examination papers

- 1 Examiners are required to set papers of an appropriate standard and content and to supply model solutions and marking schemes. The papers have to be refereed by a designated internal referee. A typed copy of the refereed paper, together with the model solutions and marking scheme as well as an electronic version has to be given to the examinations secretary by the deadline. Papers that contribute to the students' final degree classification have to be sent to the appropriate external examiner. Each paper will be accompanied by a progress report that shows that the paper has been refereed, and the external examiner's comments where applicable. Examiners will be asked to check the final version of the paper and to confirm its correctness before it is sent to the University Examinations Office.
- 2 Examiners should make sure that there is enough easier material for weaker students to achieve the 30% or 40% borderlines. The 30% borderline is very important, as any mark below 30% is a non-compensatable fail in years 1 and 2. Examiners should also ensure that the papers contain an appropriate amount of more challenging material to differentiate among the stronger students.
- 3 The rubric, including the length of the examination, question numbering and layout must be as the students have been advised. Question papers should be in the University style and the marks for each question should be clearly indicated. The style file can be found on the school intranet at: <https://www.maths.manchester.ac.uk/intranet/it-support/useful-files/>.
- 4 If the examiner allows the students formula books or does not allow calculators this must be indicated on the front page. For those not using the style file, the following should be observed:
 - (i) The top of each page should have the examination paper code on the right hand side (e.g. MATH31001).
 - (ii) The page number with the total number of pages should be centred at the bottom (e.g. page 2 of 5).
 - (iii) Indicate at the end of each question the number of marks awarded to the question.
 - (iv) At the end of the paper please add "END OF EXAMINATION PAPER" the bottom of the final page.
 - (v) Solutions should be on separate sheets from the questions.
- 5 It is the setter's responsibility to affix/draw diagrams to/on the typed copy. Solutions should be in full, including bookwork, which should be indicated as such. In the solutions the relationship between problems set and worked examples in lectures and problems on examples sheets should be clearly indicated and be annotated with a detailed marking scheme. Examiners should retain a copy of the solutions.

- 6 The allocated referee should make sure that the examination paper is of appropriate length and difficulty, that there is enough easier material for weaker students to achieve the 30% or 40% borderlines as well as more difficult material for the stronger students, that the paper conforms to the university format and that it is free of mathematical and typographical errors. The referee should sign the examination paper progress form to confirm that he has refereed the paper.
- 7 Level 2 and higher as well as level 1 Actuarial Mathematics papers are sent to the appropriate external examiner for refereeing. The external examiners will be provided with a copy of the previous year's paper for comparison and will be asked to check that the examinations are not too predictable.
- 8 The Teaching Committee recommends that examinations in the first three semesters should contain a compulsory Part A, containing straightforward questions on the basic ideas of the whole course, and a Part B containing a choice of longer questions including some more testing material. The ratio of the marks for the two parts should be about 1:2. It was suggested that for the 20 and 15 credit course units Part B might require students to attempt three questions out of five (shorter questions for the 15 credit units) and for the 10 credit units they might require two questions from three. The length of the examinations for 10 credit modules is 2 hours, for 15 credit modules 2 ½ hours and for 20 credit modules 3 hours.

During the examination

- 9 Examiners must be contactable during the examinations to deal with any queries arising, or nominate another person to deal with such problems.

After the examination

- 10 Scripts will usually be delivered to the School on the day after the examination, and they can be collected from the examinations secretary.

Marking

- 11 The scripts are marked by the examiner. For ease of checking, marks should be placed in the left margin of the page, with the total for each question circled. It should be clearly indicated that the examiner has marked every page of the scripts that have been written on, for instance by a long pen line down the outer edge of the page. It is not necessary to mark blank pages. For large first year courses postgraduate markers may be used. Examiners for years 2, 3, 4 may be allocated helpers by the examination officer in conjunction with workloads as assigned by the Heads of Groups.
- 12 If a candidate attempts more than the required number of questions, then the combination of questions satisfying the rubric and giving the highest total mark should be taken into account.

Checking

- 13 The checker checks the marking. It has to be checked that all questions in each script have been marked, all questions total up correctly and the mark for each question is entered on the cover of the booklet or the cover of the first booklet if more than one, and that all marks are added up correctly on the front cover and the total mark for the exam is clearly indicated on the front cover. For courses with more than 100 scripts this should be done by someone in the Teaching and Learning Office (TLO), and this could be a postgraduate employed by the TLO, while for a course with no more than 100 scripts the checker will normally be the referee. The checker should indicate on each script that it has been checked. The checker does not change any arithmetic but refers any errors back to the examiner who corrects the errors before returning the scripts back to the checker. The checker signs the assessment report form when the lecturer has corrected any arithmetic errors. Once the scripts are checked they should be returned to the TLO.

Data entry

- 14 At this point the scripts will be de-anonymised and alphabetised. The marks will then be inputted by two people, one reading out, one inputting, the inputter will then read back the marks and the reader will check they are correct. One of the inputters will sign the assessment report form.
- 15 Coursework marks should be handed in to the Teaching and Learning Office before the first week of the examinations for entering into the scaling spreadsheets so these can be prepared and checked prior to the examination marks arriving.

Scaling

- 16 The examiner will identify those scripts which determine the minimum compensatable fail level, the pass/fail borderline and the 1st/2(i) borderline, and optionally the 2(ii)/3rd and 2(i)/2(ii) borderlines, too. The raw marks will then be scaled by the scaling spreadsheet with a piecewise linear scaling mapping compensatable fail borderline to 30%, the pass/fail borderline to 40% and 1st/2(i) borderline to 70%, and the 2(ii)/3rd and 2(i)/2(ii) borderlines to 50% and 60%, resp., in accordance with the scheme in Appendix A. The examiner should re-examine the scripts of the candidates with scaled marks in the 25%-29% range, and scale the marks of individual candidates manually to 30% if appropriate. The examiner should state the choice of scaling and identify the borderline scripts on the assessment report. The final mean mark is expected to lie in the range $(T \pm E)\%$, where T is the target mark and $[T-E, T+E]$ the confidence interval, calculated for the candidates taking the examination in accordance with the scheme in Appendix A. If the mean mark falls outside the confidence interval, the examiner shall either, by a combination of re-marking or re-scaling, produce a set of marks with the mean within the confidence interval or justify not doing so to Examiners' Board. The Director of Examinations will appoint 6 members of academic staff whose role will be to approve the scaling. Any scaling (including the identity scaling) has to be approved by one them before the scaled marks are submitted to the TLO.

- 17 After scaling the marks will be uploaded into Campus Solutions by the TLO who will return the marks to the examiner as they appear in Campus Solutions. The examiner then signs off to confirm that the marks in Campus Solutions agree with those on the scaling spreadsheet.
- 18 The examiner(s) shall prepare an Assessment Report for each unit of assessment set. This should include the scaling, mention any problems with specific questions or students, and if the scaled mean mark is not within $(T \pm E)\%$, the examiner(s) must address the reason. The completed forms should be given to the examinations secretary.

Service courses

- 1 Paragraphs 1-6 and 9-14 above apply to service courses. Normally only foundation year papers are sent to an external examiner (paragraph 7). Paragraph 8 does not apply to service courses. The arrangements for the submission of coursework marks (paragraph 15) are different, details can be obtained from the Director of Service Teaching. Paragraphs 16-18 do not apply to service courses.

Progression rules

- 1 The School of Mathematics follows the University's progression rules with compensation, which are attached in Appendices B and C, with the following exceptions: students on joint honours programmes which involve approximately equal amounts of both subjects have to achieve an average of 40% on each part of the programme separately, and the minimum mark for progression to the 3rd year of the MMath is normally 55%.

Preliminary meetings and mitigating circumstances meetings

- 1 After the end of each semester's examinations, there will be a preliminary meeting for each year consisting of Director of Examinations and of the relevant examiners. Examiners who cannot attend the meeting should nominate someone to represent them. The meeting will consider the assessment reports, identify any problems, approve the marks or request the examiner to consider a different scaling.
- 2 After the preliminary meeting, the Mitigating Circumstances Panel will consider students with mitigating circumstances. This meeting will make decisions about excusing coursework marks and make recommendations to the Board of Examiners. Personal tutors may be asked to provide information on their tutees if necessary
- 3 After the 1st semester meetings students will be able to obtain their provisional marks from Campus Solutions or from their personal tutors.

Mitigating Circumstances Panel

- 1 The members of the panel are the Director of Examinations (Chair), Senior Tutor, Director of Teaching, Director of Undergraduate Studies, Examinations Officer, Learning Enhancement Officer, Student Support Administrator.
- 2 The Mitigating Circumstances Panel is a sub-group of the Board of Examiners.
- 3 The panel will meet after the first and second semester exam periods and after the resit exam period. In all cases it will meet after the examiners have met to provisionally approve the marks for each level, when the panel can take these marks into account, and prior to the meeting of the Boards of Examiners.
- 4 The panel considers the cases of students for whom circumstances or events beyond their control may have adversely affected their ability to perform in an assessment to their full potential or to complete an assignment by the set deadline.
- 5 The student's identity will normally need to be disclosed at meetings of the panel. (See the Assessment Framework, August 2009, Procedures for Anonymous Handling of Marks, item 6)
- 6 Students will normally have completed a Special Circumstances Form and this, along with associated evidence will be considered by the panel. The panel may request clarification and further evidence, for instance from personal tutors, if required.
- 7 The Mitigating Circumstances Panel will first determine whether there is substantiated evidence of circumstances eligible for mitigation.
- 8 The Mitigating Circumstances Panel will then decide whether the circumstances will have had an adverse effect on the student's performance, and if so it will judge how significant the effect was likely to have been. (See the Assessment Framework, August 2009, Policy and Procedures on Mitigating Circumstances, item 14)
- 9 The panel makes decisions about how to deal with mitigating circumstances affecting coursework (including excusing missed coursework) but otherwise determines recommendations to the Boards of Examiners.
- 10 The meeting of the panel will be minuted. The decisions and recommendations of the Panel will be communicated by the minutes of the Panel (with names of students removed) forwarded to the Boards Examiners.
- 11 Students have no right of appeal against the decision of a Mitigating Circumstances Panel, although they can appeal under Regulation XIX, if appropriate.

The 1st and 2nd year Boards of Examiners

- 1 The Board of Examiners for the 1st and 2nd years will normally be chaired by the Director of Examinations. The Board will have available to it the a single list containing the candidates by student ID number in order of average marks and the full array of marks obtained by them in each unit of assessment, as well as the overall mark for the year computed for each student as a credit-weighted mean of the marks recorded along with a provisional decision.
- 2 All members of the Board will be given the opportunity to make any general comments concerning the examination process or any of the particular units of assessment. Such comments should not involve discussion of individual students at this stage.
- 3 The Board will consider each list of candidates separately. The Board will consider each candidate in list order. The Board will take into account the recommendations made by the mitigating circumstances meeting.
- 4 The Board will pass or fail each single honours candidate according to the progression rules. The confirmed mathematics marks of joints honours candidates will be transmitted to the joint boards.
- 5 Candidates who failed to progress in June will be reassessed in August. The students will be asked to resit all units of assessment on which they have achieved a mark of less than 40%. The reassessment for 1st year students except for MATH19501 will use pre-seen papers, normally the original examination papers. The reassessment for 2nd year students and for MATH19501 will use unseen papers of the same standard as the original examination papers.
- 6 Students on the Actuarial Science and Mathematics degree programme may resit examinations in which they received a mark of less than 40%, even if they passed overall. In such cases the resit mark, capped at 40% will only be used for the purposes of calculating exemptions from actuarial professional examinations.
- 7 A committee consisting of the Director of Examinations, Director of Undergraduate Studies, the Senior Tutor, the Director of Teaching, the Examinations Officer, the Examinations Secretary and the relevant examiners for each year will convene before the end of the summer vacation in order to consider the results of the re-assessment and the candidates who failed in June. The marks on the pre-seen 1st year papers will be scaled by mapping 100% to 70%, and the fail and compensatable fail borderlines, normally 50% and 40%, to 40% and 30%, resp. The committee will then consider each student by the original progression criteria, in particular the candidates have to achieve at least a compensatable fail on each re-assessed paper. The resit mark will only be used to determine progression, the original mark will be retained for all other purposes, except in the cases of students for whom the Board agreed to consider the August resit as the first attempt due to mitigating circumstances. Personal tutors may be asked to provide information on their tutees if necessary.

The 3rd and 4th year Board of Examiners

- 1 The Board of Examiners for the 3rd and 4th years will normally chaired by the Head of School. The Board will have available to it separate lists of the candidates for the BSc degree, candidates for the MMath degree and 3rd year MMath students. Each list will contain the candidates by student ID number in order of average marks and the full array of marks obtained by them in each unit of assessment, as well as the overall mark for the year computed for each student as a credit-weighted mean of the marks recorded. The lists of the degree candidates will include the candidates' overall average for the programme which is the weighted average of the 2nd and final year averages with weights 1:2 for the BSc degree programmes, and the weighted average of the 2nd, 3rd and 4th year averages with weights 1:2:2 for the MMath degree programmes. All lists will also include a provisional decision for each candidate.
- 2 The School of Mathematics uses Method B described in Section 37 of the Regulations for Undergraduate Awards. The Examinations Officer identifies the candidates in the boundary zones and provides their scripts to the external examiners before the meeting of the Board.
- 3 All members of the Board will be given the opportunity to make any general comments concerning the examination process or any of the particular units of assessment. Such comments should not involve discussion of individual students at this stage.
- 4 The Board will consider each list of candidates separately. The Board will consider each candidate in list order. The Board will take into account the recommendations made by the mitigating circumstances meeting.
- 5 The Board will pass or fail each 3rd year MMath candidate according to the progression rules. The candidates who fail to progress to the 4th year will be transferred to the appropriate BSc degree course and will be considered for the BSc degree together with the other candidates.
- 6 The Board will award a degree to or fail each single honours candidate according to the University's Regulations for Undergraduate Awards (Appendices B or C). The confirmed mathematics marks of joints honours candidates will be transmitted to the joint boards.

Appeals Panel

- 1 The members of the School of Mathematics' Appeals Panel are the Head of School, Director of Undergraduate Studies, Senior Tutor, Director of Teaching, Director of Examinations, Examinations Officer, Learning Enhancement Officer, Student Support Administrator.
- 2 The panel will be chaired by Head of School or, in her/his absence, the Director of Teaching.
- 3 The Panel considers the appeals of students against the decisions of the Boards of Examiners.
- 4 Students may only appeal under University Regulations XIX and on the grounds therein.
- 5 Students may appeal directly to the School or to the Faculty when, in the first instance, it will be sent to the School. In both cases the appeal will be considered by this panel.
- 6 The panel will decide whether the case satisfies the grounds for appeal as detailed in University Regulations XIX.
- 7 If it is decided that the Student's appeal has merit then the panel will decide on any changes that need to be made to the decision of the Board of Examiners. The panel will make these changes on behalf of the Board of Examiners except in the case of a graduating student when the approval of the External Examiners will be sought.
- 8 The meeting of the Panel will be minuted.
- 9 If the student has appealed directly to the School, then the student will be informed of the decision of the Panel. If the student appealed to Faculty, then Faculty will be informed of the decision.

Viewing examination scripts

- 1 In accordance with University policy, the School allows students to see examination scripts and coursework without charge, although students will not be permitted to take the scripts away with them.
- 2 The script viewing exercise is a form of feedback providing students with an opportunity to view their scripts which, when accompanied by the exam paper, may provide useful insight as to why the student got the mark they did.
- 3 The script viewing is **not** an opportunity for students to view their scripts and then ask for that script to be re-marked. The School does not remark scripts. After viewing, students can however ask for their scripts to be checked, this means that their script will be checked to make sure that all content within the script has been marked and that the final marks for each section of the paper have been added up correctly.
- 4 For January examinations of course units given by the School of Mathematics students will be invited to view their scripts in week 9 of Semester 2. Returning students will be able to view their scripts in Welcome Week, unless they have resits when they will have an opportunity to see the appropriate scripts before the resit. Students not returning can request that their final semester scripts are checked by contacting the Director of Teaching.

Appendix A

MATHEMATICS DEPARTMENT SPREADSHEET SCALING FORMULAE

Note that the programming details are more complex than the description below, as can be seen by any user from the formulae to be found in the spreadsheet. Some validity checks are made, plus tweaks for clarity of presentation on screen

1. Calculation of scaled percentage mark

The examiners are required to define the compensatable fail, pass/fail and 1st class borderlines. The spreadsheet then shows the implied 2(ii)/3rd and 2(i)/2(ii) borderlines, and if desired, these can be changed.

The spreadsheet implements a piecewise linear function $[0,100] \rightarrow [0,100]$ that maps 0 to 0, the compensatable fail borderline to 30, the pass/fail borderline to 40, the 2(ii)/3rd borderline to 50, 2(i)/2(ii) borderline to 60, the 1st class borderline to 70, and 100 to 100, and is linear between these points.

2. Calculation of target range

The School requires that the average scaled mark be in the target range or an explanation why this is not reasonable.

The lower and upper ends of the target range are given by

- $L = \bar{t} - 3 - f/\sqrt{n}$,
- $U = \bar{t} + 3 + f/\sqrt{n}$,

where

- t = individual student's target mark = last year's mark, else 55.
- \bar{t} = average target mark for students with a valid actual exam mark
- f = scale factor, currently 15 (a standard, in this context)
- n = count of students with a valid actual exam mark,

$$[\text{So } L \leq t - 3, U \geq t + 3.]$$

(This range is not very accurate for small groups of students.)

Appendix B

Regulations for Undergraduate Awards for students registered on an undergraduate programme between 17 October 2007 and 31 August 2010

(<http://documents.manchester.ac.uk/display.aspx?DocID=2390>)

Except where specified, these regulations apply only to full-time programmes.

DEFINITIONS

(a) Credit framework

1. *Credit* is a measure of units and programmes of study according to the volume of student work required. One credit corresponds to a notional ten hours of student workload.
2. *Level* describes the intellectual demands of units and programmes of study. A unit will be assigned a level as follows: 0 corresponding to the typical demands of a foundation year; 1, 2, or 3 corresponding to the typical demands of successive years of a bachelor's Degree programme; or 4 corresponding to the typical demands of a master's Degree programme.
3. The standard undergraduate academic year comprises 120 credits for programmes with honours, and 100 credits for Ordinary programmes. The credits are normally divided equally between the semesters.
4. In undergraduate programmes, a Unit will be worth 10 credits (or an integral multiple of this figure), except for a Unit at level 4, which will be worth **either 10 or 15** credits (or an integral multiple of these figures). Any variations in these credit values will require the permission of Senate.

(b) Award framework

5. Award of the Certificate of Higher Education requires 120 credits, with at least 100 credits at level 1 or above.
6. Award of the Diploma of Higher Education requires 240 credits, with at least 100 credits at level 2 or above.
7. Award of the Ordinary Degree of Bachelor for a programme of standard length (three years full-time study or its part-time equivalent) requires 300 credits, with at least 60 credits at level 3 or above.
8. Award of the Degree of Bachelor with honours for a programme of standard length (three years full-time study or its part-time equivalent) requires 360 credits, with at least 100 credits at level 3 or above.
9. Award of the integrated Degree of Master for a programme of standard length (four years full-time study or its part-time equivalent) requires 480 credits, with at least 90 credits at level 4.
10. For longer programmes, the total credit requirements for each award are increased *pro rata* to the length.

(c) Accreditation of prior learning

11. The University may accredit prior learning undertaken elsewhere when such learning may be shown to have delivered the appropriate level and volume of study and to have achieved the intended learning outcomes of a specific part of one of its own programmes, thereby preparing the student suitably for subsequent parts of the programme.
12. Prior learning that is certificated may be accredited by scrutiny of documentary evidence against the required criteria of level, volume and achievement of relevant intended learning outcomes. Prior learning that is experiential must be recognized by the compilation of material that allows equivalent scrutiny. In either case a fee may be payable, which may depend on the level and volume of credit to be recognized and on whether the learning is certificated or experiential.
13. Prior learning may be recognized for the purpose of admitting a student to a programme *with advanced standing*, i.e. to a year after the first, subject to the criteria under Paragraphs 11 and 12. Any year thus exempted will not be awarded a mark but will be graded pass (and hence excluded from the calculation of the overall mark for the programme).
14. Prior learning may also be recognized for the purpose of exempting a student from the attendance and assessment requirements of a specific unit in any year except the final year of a programme leading to the Degree of Bachelor or integrated Degree of Master. Any unit thus exempted will not be awarded a mark but will be graded pass (and hence excluded from the calculation of the overall mark for the year). The volume of credit so exempted will not exceed one half of the total credits in any year, or, for a student admitted to the programme with advanced standing, one sixth of the total credits in any year. Such exemption will not imply exemption from paying any part of the normal fees due for the year.

(d) Titles of awards

15. The title of a programmes or an award will normally follow the following conventions:

The title “X” signifies that at least two thirds of the credits of the programme relate directly to the subject X.

The title “X and Y” signifies that the distinct subjects X and Y each comprise more than one third of the credits of the programme and of the credits in the final year.

The title “X with Y” signifies **either**

- (i) that subject X is studied with subject Y, where Y comprises at least one quarter but no more than one third of the credits of the programme and of the credits in the final year; **or**
- (ii) that subject X is combined with a substantial period of study Y (typically one academic year) away from the University.

The titles “X (with Y)” or “X (Y)” may be used to signify that subject X is studied with subject Y where Y is another subject or pathway that comprises less than one quarter but at least one sixth of the credits of the programme and of the credits in the final year.

Titles of awards will not normally include more than two subjects, to which “with Y” for a period of study Y as above may be added where applicable.

MINIMUM STUDY PERIOD

16. The award of the Degree of Bachelor or the integrated Degree of Master for a student admitted to a programme with advanced standing in respect of learning completed prior to entry (see Paragraph 13) requires completion of at least the final year of full-time study (or its part-time equivalent) at the University of Manchester.

MAXIMUM STUDY PERIOD

17. A student will not be allowed to interrupt full-time study except with permission from Faculty. The full-time programme for the award of a degree will normally be completed within two academic years of the intended completion date following first registration for the programme.

ASSESSMENT

18. A student successfully completes a unit by demonstrating achievement of specified intended learning outcomes. For numerical assessment, marks are determined by the extent to which the student achieves the intended learning outcomes, such that in principle the full range from 0 to 100% is available. Where there is numerical assessment, the normal pass mark will be 40%. Where there is no numerical assessment the unit will be graded pass or fail.
19. The Board of Examiners may determine from evidence available to it that a student who has been prevented by good cause from completing the assessment for a unit will be awarded the percentage mark if at least half of the assessment has been completed or a pass if less than half of the assessment has been completed.
20. For the purposes of determining progression, the percentage mark that represents a *compensatable fail* will be not less than 30%. Where a unit is graded simply pass or fail there is no compensatable fail mark.

PROGRESSION

21. The overall mark for a given year of a programme will be calculated as an average of the numerical marks awarded for each unit in that year weighted by the credits for that unit, with suitable provision for marks from any assessments that relate to more than one unit or to study outside the standard programme. Units graded pass or fail are excluded from the calculation.
22. The minimum overall pass mark will be 40% to progress from one year of a programme for the Degree of Bachelor to the next and to progress to Years 2 and 3 of a programme for the integrated Degree of Master. The minimum overall pass mark will be 50% to progress to Year 4 of a programme for the integrated Degree of Master.
23. To progress from one year of a programme to the next, except from Year 3 to Year 4 of a programme for the integrated Degree of Master, a student must
 - reach the minimum pass mark overall; **and**
 - reach the pass mark in individual units totalling at least two thirds of the credits for that year; **and**
 - reach the compensatable fail mark in all remaining units.

To progress from Year 3 to Year 4 of a programme for the integrated Degree of Master, a student must

- reach the minimum pass mark overall; **and**
- satisfy the requirements for the Degree of Bachelor with at least 2ii Honours as set out in Paragraphs 32 to 37 of these Regulations.

Faculties may allow Schools on discipline-specific grounds to adopt more stringent requirements, including (but not restricted to):

- limiting the number of credits for which a compensatable fail mark will be available in each of the separate components of a joint degree programme;
- specifying core units for which no compensatable fail mark will be available;
- increasing the proportion of the total credit that must reach the pass mark (ultimately to the total credits available, thus allowing no compensatable fails);
- setting a compensatable fail mark greater than 30% as allowed under Paragraph 20;
- setting a higher pass mark overall.

24. A student who fails to progress to a subsequent year of a programme for the Degree of Bachelor, or to a subsequent year other than the final year of a programme for the integrated Degree of Master, will be reassessed in all units for which the unit pass mark was not attained. Such reassessment must be designed to assess achievement of the same intended learning outcomes but need not be of the same form as that originally used. It will normally take place in time for the student to progress at the time originally intended. In order to progress, a student will be required to pass each unit reassessed. The student will then be deemed to have obtained the credits necessary for progression. However, the marks originally obtained will be used to calculate the overall mark for the year. Although compensation is not normally available, Faculties may for good cause allow a School to adopt a scheme of compensation, provided that such a scheme is no less stringent than the scheme the School uses under Paragraph 23.
25. A student who progresses to a subsequent year of a programme according to Paragraph 23 may be reassessed in order to achieve higher marks where such marks are required by a relevant professional, statutory or regulatory body. However, the marks originally obtained, which may include compensatable fail marks for some units, will be used to calculate the overall mark for the year.
26. A student who fails to progress to the final year of a programme for the integrated Degree of Master will not be reassessed but instead will be considered forthwith for the award of the Degree of Bachelor.
27. A student who fails after reassessment (and application of compensation allowed as in Paragraph 24) to progress to a subsequent year of a programme for an Honours Degree but has passed units totalling at least 100 credits (after compensation where allowed) will progress to the subsequent year of the programme for the Ordinary Degree of Bachelor, except as allowed under Paragraph 28.
28. A student who fails to progress to a subsequent year of a programme having failed after reassessment to reach the unit pass mark (or the compensatable mark where compensation is allowed) in units totalling no more than 20 credits may be allowed by the Board of Examiners to progress to the next year taking additional units of the same credit value and at the same level

as the failed credits, in addition to the full set of units for that year. To complete that year successfully, the student must satisfy the usual criteria for the year and reach the unit pass mark for the additional credits at the first attempt. A student who satisfies the criteria for the year but fails to pass the additional credits will be treated as having completed successfully that year of the programme for the Ordinary Degree of Bachelor.

29. A student who fails to progress to Year 2 of a programme after reassessment may be allowed by the Board of Examiners to re-start Year 1 of that or a cognate programme.
30. To progress to a subsequent year of a programme for the Ordinary Degree of Bachelor, a student must:
 - reach the pass mark overall in units totalling 100 credits; **and**
 - reach the pass mark in individual units totalling at least 60 credits; **and**
 - reach the compensatable fail mark in all remaining units.

MITIGATION

31. The Board of Examiners, or other cognate body constituted for this purpose, may determine from evidence of good cause shown before an assessment period (or exceptionally after the assessment period if the cause was not then known to the student or could not then have been shown by the student) that a student's performance was likely to have been impaired. It may then judge that without the impairment the student would have reached higher marks sufficient to demonstrate the necessary learning outcomes and thereby satisfy the requirements for progression under the criteria in Paragraphs 21 to 30 or for a given degree classification under the criteria in Paragraphs 32 to 37. It will not adjust the mark of the student in individual units or overall, but will treat the unadjusted marks separately in any subsequent computations.

CLASSIFICATION

32. The Degree of Bachelor with Honours will normally be awarded in classes 1, 2i, 2ii and 3. The integrated Degree of Master will be normally awarded in classes 1, 2i and 2ii, unless approval by a professional, statutory or regulatory body requires the use of class 3. The Ordinary Degree of Bachelor will be awarded without any classes or divisions.
33. The Board of Examiners may determine from evidence available to it that a candidate for an honours degree who has been prevented by good cause from completing the final examination or assessment will be awarded a class of degree the Board judges to be suitable, or unclassified honours if the Board judges that no class can be determined.
34. A candidate for any award who fails to satisfy the requirements for the intended award but satisfies those for a lower award will be eligible for the lower award. The programme title of the lower award will normally be the same as that of the intended award, but an appropriate alternative programme title will be used:
 - (i) when the student has not satisfied the credit requirements for one of two subjects studied in combination; **or**
 - (ii) when at least part of the title of the degree is associated with a right to practise; **or**
 - (iii) for other good cause.

The Certificate of Higher Education or Diploma of Higher Education may be awarded without a programme title.

35. The overall mark for a programme is a weighted average of the overall marks for different years of the programme. For the different classes the overall mark ranges are:

- for class 1, not less than 70.0%;
- for class 2i, less than 70.0% but not less than 60.0%;
- for class 2ii, less than 60.0% but not less than 50.0%;
- for class 3, less than 50.0% but not less than 40.0%.

For the different classes *boundary zones* are:

- for class 1, less than 70.0% but not less than 68.0%;
- for class 2i, less than 60.0% but not less than 58.0%;
- for class 2ii, less than 50.0% but not less than 48.0%;
- for class 3, less than 40.0% but not less than 38.0%.

36. A student who obtains an overall mark in the range required for class 1, 2i or 2ii and obtains at least two-thirds of the credits for the final year with a mark not less than 40.0% will be awarded that class of degree. A student who obtains the overall mark in the range required for class 3 and obtains at least half of the credits for the final year with a mark not less than 40.0% will be awarded that class of degree, unless the Faculty has approved more stringent requirements for such an award. Except as provided under Paragraph 37, a student who obtains an overall mark in the range for that class but obtains less than the specified fraction of the credits for the final year with a mark not less than 40.0% will be awarded the next class lower, or for class 3 will be considered under the criteria in Paragraph 38.

37. A student may be considered for the next higher class of degree than determined by Paragraph 36 by one of two methods approved for each programme by the relevant Faculty.

Method A (by mark distribution)

A student who obtains an overall mark in the boundary zone for that class and obtains at least two-thirds of the credits for the final year with a mark not less than 40.0% will obtain that class if at least two thirds of the credits for the final year are in or above the range required for that class.

Method B (by mark review)

For a student who **either**

- (i) obtains an overall mark in the range required for a given class but does not obtain the fraction of the credits for the final year with a mark not less than 40.0% (as specified in Paragraph 36); **or**
- (ii) obtains an overall mark in the boundary zone for that class and obtains the fraction of the credits for the final year with a mark not less than 40.0% (as specified in Paragraph 36), the relevant External Examiners will review the marks, and may conduct an oral (*viva voce*) examination of the student. On the basis of that review, the External Examiners may recommend that the student obtains that class of degree.

38. The Ordinary Degree of Bachelor will be awarded to a student who at the end of the honours programme obtains an overall mark of not less than 40.0%, averaged over final-year units totalling 60 credits, and obtains at least half of those credits with a mark of not less than 40.0%.

39. The Ordinary Degree of Bachelor will be awarded to a student who at the end of the Ordinary programme obtains an overall mark of not less than 40.0% averaged over final-year units totalling 100 credits, and obtains at least half of the credits with a mark of not less than 40.0%.
40. A student who fulfils the requirements for the award of a degree may seek to be reassessed in some units in the final year in order to achieve higher marks required by a relevant professional, statutory or regulatory body. However, the marks originally obtained will be used to determine the class of degree awarded to such a student.

Appendix C

Regulations for Undergraduate Awards for students registered on an undergraduate programme on or after 1 September 2010

(<http://documents.manchester.ac.uk/display.aspx?DocID=7324>)

Except where specified, these regulations apply only to full-time programmes.

DEFINITIONS

(a) Credit framework

1. *Credit* is a measure of units and programmes of study according to the volume of student work required. One credit corresponds to a notional ten hours of student workload.
2. *Level* describes the intellectual demands of units and programmes of study. A unit will be assigned a level as follows: 0 corresponding to the typical demands of a foundation year; 1, 2 or 3 corresponding to the typical demands of successive years of a Bachelor's Degree programme; or 4 corresponding to the typical demands of a Master's Degree programme.

Alongside the levels of study used by the University, the QAA's Framework for Higher Education Qualification (FHEQ)* assigns levels on the basis of achievement of outcomes and attainment, rather than years of study. Qualification descriptors which set out the generic outcomes and attributes expected for the award of individual qualifications are a key part of the FHEQ.

FHEQ Levels

Qualification	FHEQ Level	University Level of study
Certificate of Higher Education (Cert HE)		0 corresponding to the typical demands of a foundation year
Diploma of Higher Education (DipHE) Foundation Degree		0 corresponding to the typical demands of a foundation year
Bachelor's Degree with Honours Bachelor's Degree		1, 2 or 3 corresponding to the typical demands of successive years of study
Master's Degree Integrated Master's Degree		4 corresponding to the typical demands of a Master's Degree

3. The standard undergraduate academic year comprises 120 credits for programmes with honours, and 100 credits for Ordinary programmes. The credits are normally divided equally between the semesters.

4. In undergraduate programmes, a Unit will be worth 10 credits (or an integral multiple of this figure), except for a Unit at level 7, which will be worth **either 10 or 15** credits (or an integral multiple of these figures). Any variations in these credit values will require the permission of Senate.

*The levels referred to are taken from the QAA Framework for Higher Education Qualifications (<http://www.qaa.ac.uk/academicinfrastructure/FHEQ/EWNI08/default.asp>)

(b) Award framework

5. Award of the Certificate of Higher Education requires 120 credits, with at least 100 credits at level 1 or above (level 4 in the FHEQ*).
6. Award of the Diploma of Higher Education requires 240 credits, with at least 100 credits at level 2 or above (level 5 in the FHEQ).
7. Award of the Ordinary Degree of Bachelor for a programme of standard length (three years full-time study or its part-time equivalent) requires 300 credits, with at least 60 credits at level 3 or above (level 6 in the FHEQ).
8. Award of the Degree of Bachelor with Honours for a programme of standard length (three years full-time study or its part-time equivalent) requires 360 credits, with at least 100 credits at level 3 or above (level 6 in the FHEQ).
9. Award of the Integrated Degree of Master for a programme of standard length (four years full-time study or its part-time equivalent) requires 480 credits, with at least 120 credits at level 4 (level 7 in the FHEQ).
10. For longer programmes, the total credit requirements for each award are increased *pro rata* to the length.

(c) Accreditation of prior learning

11. The University may accredit prior learning undertaken elsewhere when such learning may be shown to have delivered the appropriate level and volume of study and to have achieved the intended learning outcomes of a specific part of one of its own programmes, thereby preparing the student suitably for subsequent parts of the programme.
12. Prior learning that is certificated may be accredited by scrutiny of documentary evidence against the required criteria of level, volume and achievement of relevant intended learning outcomes. Prior learning that is experiential must be recognized by the compilation of material that allows equivalent scrutiny. In either case a fee may be payable, which may depend on the level and volume of credit to be recognized and on whether the learning is certificated or experiential.
13. Prior learning may be recognized for the purpose of admitting a student to a programme *with advanced standing*, i.e. to a year after the first, subject to the criteria under Paragraphs 11 and 12. Any year thus exempted will not be awarded a mark but will be graded pass (and hence excluded from the calculation of the overall mark for the programme).

14. Prior learning may also be recognized for the purpose of exempting a student from the attendance and assessment requirements of a specific unit in any year except the final year of a programme leading to the Degree of Bachelor or integrated Degree of Master. Any unit thus exempted will not be awarded a mark but will be graded pass (and hence excluded from the calculation of the overall mark for the year). The volume of credit so exempted will not exceed one half of the total credits in any year, or, for a student admitted to the programme with advanced standing, one sixth of the total credits in any year. Such exemption will not imply exemption from paying any part of the normal fees due for the year.

(d) Titles of awards

15. The title of a programmes or an award will normally follow the following conventions:

The title “X” signifies that at least two thirds of the credits of the programme relate directly to the subject X.

The title “X and Y” signifies that the distinct subjects X and Y each comprise more than one third of the credits of the programme and of the credits in the final year.

The title “X with Y” signifies **either**

- (i) that subject X is studied with subject Y, where Y comprises at least one quarter but no more than one third of the credits of the programme and of the credits in the final year;

or

- (ii) that subject X is combined with a substantial period of study Y (typically one academic year) away from the University.

The titles “X (with Y)” or “X (Y)” may be used to signify that subject X is studied with subject Y where Y is another subject or pathway that comprises less than one quarter but at least one sixth of the credits of the programme and of the credits in the final year.

Titles of awards will not normally include more than two subjects, to which “with Y” for a period of study Y as above may be added where applicable.

MINIMUM STUDY PERIOD

16. The award of the Degree of Bachelor or the integrated Degree of Master for a student admitted to a programme with advanced standing in respect of learning completed prior to entry (see Paragraph 13) requires completion of at least the final year of full-time study (or its part-time equivalent) at the University of Manchester.

MAXIMUM STUDY PERIOD

17. A student will not be allowed to interrupt full-time study except with permission from Faculty. The full-time programme for the award of a degree will normally be completed within two academic years of the intended completion date following first registration for the programme.

ASSESSMENT

18. A student successfully completes a unit by demonstrating achievement of specified intended learning outcomes. For numerical assessment, marks are determined by the extent to which the student achieves the intended learning outcomes, such that in principle the full range from 0 to 100% is available. Where there is numerical assessment, the normal pass mark will be 40%. Where there is no numerical assessment the unit will be graded pass or fail.

19. The Board of Examiners may determine from evidence available to it that a student who has been prevented by good cause from completing the assessment for a unit will be awarded the percentage mark if at least half of the assessment has been completed or a pass if less than half of the assessment has been completed.
20. For the purposes of determining progression, the percentage mark that represents a *compensatable fail* will be not less than 30%. Where a unit is graded simply pass or fail there is no compensatable fail mark.

PROGRESSION

21. The overall mark for a given year of a programme will be calculated as an average of the numerical marks awarded for each unit in that year weighted by the credits for that unit, with suitable provision for marks from any assessments that relate to more than one unit or to study outside the standard programme. Units graded pass or fail are excluded from the calculation.
22. The minimum overall pass mark will be 40% to progress from one year of a programme for the Degree of Bachelor to the next and to progress to Years 2 and 3 of a programme for the integrated Degree of Master. The minimum overall pass mark will be 50% to progress to Year 4 of a programme for the integrated Degree of Master.
23. To progress from one year of a programme to the next, except from Year 3 to Year 4 of a programme for the integrated Degree of Master, a student must
 - reach the minimum pass mark overall; **and**
 - reach the pass mark in individual units totalling at least two thirds of the credits for that year; **and**
 - reach the compensatable fail mark in all remaining units.

To progress from Year 3 to Year 4 of a programme for the integrated Degree of Master, a student must

- reach the minimum pass mark overall; **and**
- satisfy the requirements for the Degree of Bachelor with at least 2ii Honours as set out in Paragraphs 32 to 37 of these Regulations.

Faculties may allow Schools on discipline-specific grounds to adopt more stringent requirements, including (but not restricted to):

- limiting the number of credits for which a compensatable fail mark will be available in each of the separate components of a joint degree programme;
- specifying core units for which no compensatable fail mark will be available;
- increasing the proportion of the total credit that must reach the pass mark (ultimately to the total credits available, thus allowing no compensatable fails);
- setting a compensatable fail mark greater than 30% as allowed under Paragraph 20;
- setting a higher pass mark overall.

24. A student who fails to progress to a subsequent year of a programme for the Degree of Bachelor, or to a subsequent year other than the final year of a programme for the integrated Degree of Master, will be reassessed in all units for which the unit pass mark was not attained. Such reassessment must be designed to assess achievement of the same intended learning outcomes but need not be of the same form as that originally used. It will normally take place in time for the student to progress at the time originally intended. In order to progress, a student will be required to pass each unit reassessed. The student will then be deemed to have obtained the credits necessary for progression. However, the marks originally obtained will be used to calculate the overall mark for the year. Although compensation is not normally available, Faculties may for good cause allow a School to adopt a scheme of compensation, provided that such a scheme is no less stringent than the scheme the School uses under Paragraph 23.
25. A student who progresses to a subsequent year of a programme according to Paragraph 23 may be reassessed in order to achieve higher marks where such marks are required by a relevant professional, statutory or regulatory body. However, the marks originally obtained, which may include compensatable fail marks for some units, will be used to calculate the overall mark for the year.
26. A student who fails to progress to the final year of a programme for the integrated Degree of Master will not be reassessed but instead will be considered forthwith for the award of the Degree of Bachelor.
27. A student who fails after reassessment (and application of compensation allowed as in Paragraph 24) to progress to a subsequent year of a programme for an Honours Degree but has passed units totalling at least 100 credits (after compensation where allowed) will progress to the subsequent year of the programme for the Ordinary Degree of Bachelor, except as allowed under Paragraph 28.
28. A student who fails to progress to a subsequent year of a programme having failed after reassessment to reach the unit pass mark (or the compensatable mark where compensation is allowed) in units totalling no more than 20 credits may be allowed by the Board of Examiners to progress to the next year taking additional units of the same credit value and at the same level as the failed credits, in addition to the full set of units for that year. To complete that year successfully, the student must satisfy the usual criteria for the year and reach the unit pass mark for the additional credits at the first attempt. A student who satisfies the criteria for the year but fails to pass the additional credits will be treated as having completed successfully that year of the programme for the Ordinary Degree of Bachelor.
29. A student who fails to progress to Year 2 of a programme after reassessment may be allowed by the Board of Examiners to re-start Year 1 of that or a cognate programme.
30. To progress to a subsequent year of a programme for the Ordinary Degree of Bachelor, a student must:
- reach the pass mark overall in units totalling 100 credits; **and**
 - reach the pass mark in individual units totalling at least 60 credits; **and**
 - reach the compensatable fail mark in all remaining units.

MITIGATION

31. The Board of Examiners, or other cognate body constituted for this purpose, may determine from evidence of good cause shown before an assessment period (or exceptionally after the assessment period if the cause was not then known to the student or could not then have been shown by the student) that a student's performance was likely to have been impaired. It may then judge that without the impairment the student would have reached higher marks sufficient to demonstrate the necessary learning outcomes and thereby satisfy the requirements for progression under the criteria in Paragraphs 21 to 30 or for a given degree classification under the criteria in Paragraphs 32 to 37. It will not adjust the mark of the student in individual units or overall, but will treat the unadjusted marks separately in any subsequent computations.

CLASSIFICATION

32. The Degree of Bachelor with Honours will normally be awarded in classes 1, 2i, 2ii and 3. The integrated Degree of Master will be normally awarded in classes 1, 2i and 2ii, unless approval by a professional, statutory or regulatory body requires the use of class 3. The Ordinary Degree of Bachelor will be awarded without any classes or divisions.
33. The Board of Examiners may determine from evidence available to it that a candidate for an honours degree who has been prevented by good cause from completing the final examination or assessment will be awarded a class of degree the Board judges to be suitable, or unclassified honours if the Board judges that no class can be determined.
34. A candidate for any award who fails to satisfy the requirements for the intended award but satisfies those for a lower award will be eligible for the lower award. The programme title of the lower award will normally be the same as that of the intended award, but an appropriate alternative programme title will be used:
- (i) when the student has not satisfied the credit requirements for one of two subjects studied in combination; or
 - (ii) when at least part of the title of the degree is associated with a right to practise; or
 - (iii) for other good cause.
- The Certificate of Higher Education or Diploma of Higher Education may be awarded without a programme title.
35. The overall mark for a programme is a weighted average of the overall marks for different years of the programme. For the different classes the overall mark ranges are:
- for class 1, not less than 70.0%;
 - for class 2i, less than 70.0% but not less than 60.0%;
 - for class 2ii, less than 60.0% but not less than 50.0%;
 - for class 3, less than 50.0% but not less than 40.0%.

For the different classes *boundary zones* are:

- for class 1, less than 70.0% but not less than 68.0%;
- for class 2i, less than 60.0% but not less than 58.0%;
- for class 2ii, less than 50.0% but not less than 48.0%;
- for class 3, less than 40.0% but not less than 38.0%.

36. A student who obtains an overall mark in the range required for class 1, 2i or 2ii and obtains at least two-thirds of the credits for the final year with a mark not less than 40.0% will be awarded that class of degree. A student who obtains the overall mark in the range required for class 3 and obtains at least half of the credits for the final year with a mark not less than 40.0% will be awarded that class of degree, unless the Faculty has approved more stringent requirements for such an award. Except as provided under Paragraph 37, a student who obtains an overall mark in the range for that class but obtains less than the specified fraction of the credits for the final year with a mark not less than 40.0% will be awarded the next class lower, or for class 3 will be considered under the criteria in Paragraph 38.
37. A student may be considered for the next higher class of degree than determined by Paragraph 36 by one of two methods approved for each programme by the relevant Faculty.

Method A (by mark distribution)

A student who obtains an overall mark in the boundary zone for that class and obtains at least two-thirds of the credits for the final year with a mark not less than 40.0% will obtain that class if at least two thirds of the credits for the final year are in or above the range required for that class.

Method B (by mark review)

For a student who **either**

- (i) obtains an overall mark in the range required for a given class but does not obtain the fraction of the credits for the final year with a mark not less than 40.0% (as specified in Paragraph 36); **or**
 - (ii) obtains an overall mark in the boundary zone for that class and obtains the fraction of the credits for the final year with a mark not less than 40.0% (as specified in Paragraph 36), the relevant External Examiners will review the marks, and may conduct an oral (*viva voce*) examination of the student. On the basis of that review, the External Examiners may recommend that the student obtains that class of degree.
38. The Ordinary Degree of Bachelor will be awarded to a student who at the end of the honours programme obtains an overall mark of not less than 40.0%, averaged over final-year units totalling 60 credits, and obtains at least half of those credits with a mark of not less than 40.0%.
39. The Ordinary Degree of Bachelor will be awarded to a student who at the end of the Ordinary programme obtains an overall mark of not less than 40.0% averaged over final-year units totalling 100 credits, and obtains at least half of the credits with a mark of not less than 40.0%.
40. A student who fulfils the requirements for the award of a degree may seek to be reassessed in some units in the final year in order to achieve higher marks required by a relevant professional, statutory or regulatory body. However, the marks originally obtained will be used to determine the class of degree awarded to such a student.