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| Key Concepts for Members of Boards of Examiners (PGT) | |
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# Role of External Examiner

* 1. As a member of Module and Programme Boards, external examiners:

1. **should** be given the opportunity to report on the quality of the assessments, standard and accuracy of marking, and conduct of the assessment process generally,
2. can offer suggestions to enhance the process of assessment and the quality of the learning opportunities,
3. are not expected to revise marks awarded for the output of individual students other than give an opinion in specific cases at the request of the internal examiners,
4. can provide independent opinion and objective advice in cases that are difficult to resolve, particularly those falling below the pass mark or close to a threshold, or where the marking for a whole batch of student outputs is judged to be significantly over- or under-marked,
5. can advise the Board, but advice is taken as a recommendation rather than a binding decision,
6. can comment on the conduct of the Board
7. **should** ensure that the Board follow key University regulations.

# Role of Module Boards

* 1. Confirm the agreed mark for each candidate in the module, taking into account all module components, weighted as published in the approved module specification.
  2. The Module Board’s decision **must** be informed by the relevant module results data, which includes comparing the current range of marks with those in previous years and on other modules at the same level. Boards **must** consider any anomalies and take steps to address any unfairness.
  3. Can change agreed marks only in exceptional circumstances.
  4. Be informed of any requests for additional consideration.
  5. Defer decision in the event of an unresolved academic misconduct investigation.

# Role of Programme Boards

* 1. Determine the progression of each candidate to the next level.
  2. Be informed of any requests for additional consideration.
  3. Under no circumstances is a Programme Board permitted to alter decisions made by the Module Board. In exceptional circumstances, where the Programme Board has access to information not available to Module Boards, the Programme Board may invite the Chair of a Module Board to consider whether the marks verified for a specified module(s) were appropriate.

# University Student Cases Committee (SCC)

* 1. Delegated authority to approve the award of taught qualifications on behalf of Senate.
  2. Considers and approves where appropriate special cases such as extension of suspension of study beyond a year, repeating a level and requests for decisions based on individual student circumstances. Boards may not act outside regulations, but a Board may put a case to SCC for approval ‘regulations notwithstanding’.
  3. Deals with academic appeals (candidates cannot appeal against academic judgement).

# Additional Consideration Committee (ACC)

* 1. For information regarding requests for extensions and additional consideration please refer to the University Code of Practice: Requests for Extensions and Additional Consideration.

# Official Results

* 1. The decisions of the programme board, including compensation and condonement, **must** be accurately recorded in the format specified by the University – which constitutes the official record of the University.

# Award of Degrees

* 1. Degrees and other awards are made by the University of Hull, and not by individual Academic Units, Faculties, or Collaborative Partners.

# MODULE BOARDS

# Pass Mark

* 1. The postgraduate pass mark is 50.
  2. Where a Level 6 module is being taken as part of a Level 7 programme then the pass mark remains at 40 but in calculating the weighted average then the ‘raw’ mark is used, it is not uplifted to reflect the higher Level 7 pass mark.

# Reassessment

* 1. Reassessment is a right.
  2. Reassessment is in a failed module. Reassessment shall be by:

1. resubmission of the same, amended, piece of work (where appropriate)
2. resit of an examination, or
3. submission and assessment of a new piece of work.
   1. Where reassessment is by the submission and assessment of a new piece of work, the reassessment task shall follow the same method of assessment as the original format where possible. Where this is not possible it **must** be made explicit what form the reassessment will take.
   2. The mark recorded for module components passed after reassessment/resubmission and used to calculate the mark for the module **must** be the relevant pass mark for the level of the module with standardised penalties for late submission imposed where applicable.
   3. If the reassessment is passed after penalties have been applied, the module component(s) is capped at the pass mark.
   4. If the reassessment is failed after penalties have been applied then the higher of the two module marks (original mark and reassessed mark) stands.

# Non-submission

* 1. Candidates who have confirmed their withdrawal from the programme in writing, will have been given the appropriate award and therefore do not need to be considered by the Board.
  2. Where a candidate has not confirmed withdrawal they **must** be treated as normal.

# Academic Misconduct

* 1. The module board **must** be informed of all academic misconduct cases, including those currently ongoing as well as those resolved, and the penalty imposed in accordance with the Regulations for Academic Misconduct. Where the board is informed of a penalty imposed in accordance with the Regulations the board **must** apply that penalty to the module in question and confirm the mark. Under no circumstances is a module board permitted to change the decision specified by the Academic Misconduct process. Where a case is ongoing the module board **must** defer the decision for the candidate(s) in question.

# Masters level dissertation, project or equivalent

* 1. Dissertation, or equivalent, is a 60-credit module and therefore the mark awarded **must** be confirmed by a Module Board meeting prior to the Programme Board.
  2. Where the dissertation is failed the candidate **must** resubmit the work at the next submission point.
  3. The candidate is entitled to a statement from the examiners explaining how the work fell short of the standard required to pass.

# PROGRAMME BOARDS – END OF DIPLOMA LEVEL

* 1. There is no concept of borderlines for Masters Degrees.

# Compensation and condonement maxima

* 1. The maximum number of credits which may be condoned or awarded by compensation is 30. Compensation and condonement is not permitted during the Masters level.
  2. The maxima noted above shall not include compensation exercised during the Preliminary Masters level.

# Compensation

* 1. At Level 6 any compulsory or optional module awarded a mark of 35-39, shall be passed by compensation, with no change being made to the mark awarded, provided that the weighted average of all the marks for the level is 40 or greater.
  2. At Level 7 any compulsory or optional module awarded a mark of 45-49, shall be passed by compensation, with no change being made to the mark awarded, provided that the weighted average of all the marks for the level is 50 or greater.
  3. Where all the conditions for compensation are satisfied, compensation is automatic although the candidate may waive it and elect instead to take a reassessment.
  4. The raw mark is not changed when a module is compensated, although the credits are awarded.
  5. Compensation is not permitted during the Masters level.

# Condonement

* 1. Is not permitted during the Preliminary Masters level or the Masters level.
  2. A fail (marks in the range 0-44) can be disregarded at the discretion of the Programme Board provided the following criteria are met:

1. the weighted average is 50 or greater,
2. the total number of credits that may be compensated and/or condoned is 30,
3. the module is not declared in the programme of study to be core and/or elective.
   1. The raw mark remains unchanged so that the candidate progresses with 100 credits.
   2. The decision **must** be carefully minuted, recording the factors contributing to the decision.
   3. Direct entrants to the Masters level cannot benefit from condonement.

# Repeat years

* 1. Unless the Board has been informed that a repeat year has been granted by SCC, it **must** proceed based on the marks that it has.
  2. Such a repeat will be granted only where documentary evidence demonstrates that the year in question has been so severely affected by medical or exceptional personal circumstances that it can be said the candidate has not had a fair chance at the year in question.
  3. If repeat is granted, the previous year is wiped from the record and the candidate **must** take again all the modules for the year as credits gained cannot be carried forward.
  4. A repeat level will not be granted solely to give the candidate the chance to improve their marks.

# PROGRAMME BOARDS – END OF MASTERS LEVEL

# Progression to the award

* 1. A student who has successfully completed the required number of credits for their programme shall proceed to the award.
  2. The candidate achieves 180 credits (or 150 if 30 credits condoned).
  3. Compensation and condonement are not applicable at the Masters level.
  4. If ineligible to progress to the award, the candidate is entitled to the next highest qualification:

1. 120 credits = Postgraduate Diploma
2. 60 credits = Postgraduate Certificate

# Merits

* 1. A candidate **must** be awarded ‘with Merit’ if

1. they achieve a weighted average of between 60 and 69 over the 180 credits and a mark of 57 or greater in the Masters level (the final 60 credits)

AND

1. 120 of the credits obtained were awarded by the University of Hull.

# Distinctions

* 1. A candidate **must** be awarded ‘with Distinction’ if

1. they achieve a weighted average of 70 or greater over the 180 credits and a mark of 67 or greater in the Masters level (the final 60 credits)

AND

1. 120 of the credits obtained were awarded by the University of Hull.

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**Version Control**

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| 1 18 | Lisa Tees, Quality Manager, Quality Support Service | July 2023 – HOUSEKEEPING | SECTION 6 - Removes reference to EE’s confirming decisions made at exam boards where credit is awarded, progression issues are determined, and degrees are awarded. |
| 1 17 | Lisa Tees, Quality Manager, Quality Support Service | 17 March 2022, Senate | * Level 7 compensation boundary changed to 45-49 to align to Levels 3-6. * Replaces Mitigating Circumstances with Requests for Extensions and Additional Consideration. * Reference to the timeframes for resubmission is removed. |
| 1 16 | Lisa Tees, Quality Manager, Quality Support Service | NA | Migrated to new template |