

## No Detriment Policy [V9.0 Published 13 October 2020]

Special arrangements applying to assessments taking place between 16 March 2020 and 11 September 2020

### Overview

#### No Detriment Policy: to be applied in place of standard regulations on incomplete assessment and good cause

- Graduating honours/integrated masters students
- Postgraduate taught masters students
- Postgraduate taught certificates and diplomas
- Graduating ordinary/designated degree students
- Certificate or Diploma of Higher Education
- Continuing students
- Course Grades
- Treatment of grades/results which have been subject to penalties for academic misconduct

#### Appendix 1 - Guide and worked examples on No Detriment – Proportion of completed assessment and Calculation of Baseline and Final Grade Point Average in Session 2019-20

Example 1: Senior Honours student, all senior honours courses equally weighted, all assessment components completed, weighting applied in the calculation of final degree classification: JH 40% SH 60%. More than 65% of assessment completed by 15 March.

Example 2: Senior Honours student, all senior honours courses equally weighted, weighting applied in the calculation of final degree classification: JH 50% SH 50%, some assessment components missing – less than 65% of assessment completed by 15 March.

Example 3: Senior Honours student, all senior honours courses equally weighted, weighting applied in the calculation of final degree classification: JH 50% SH 50%, some assessment components missing – less than 65% of assessment completed by 15 March.

After adding in component results after 15 March that are equal to or better than the baseline GPA there is still less than 65% of the assessment included.

Example 4: combined/joint honours: senior honours student, all senior honours courses equally weighted, one assessment component missing with good cause. Weighting applied in the calculation of final degree classification: Subject A: JH 40% SH 60%; weighting applied in Subject B JH 50% SH 50%. Less than 65% of assessment completed by 15 March.

Example 5: PGT programme, 120 credits of taught courses comprised of six 20 credit courses. More than 65% of assessment completed by 15 March.

Example 6: PGT programme, 120 credits of taught courses comprised of five 20 credit courses and two 10 credit courses – less than 65% of assessment completed by 15 March. Two components of assessment not submitted.

Example 7: Ordinary/designated degree final year student - year 3 curriculum consisting of three Level 3 20 credit courses and three Level 2 20 credit courses. Less than 65% of L3 assessment on 60 credits complete.

Example 8: Ordinary/designated degree final year student - Year 3 curriculum consisting of six Level 3 20 credit courses. Less than 65% of the assessment completed by 15 March on 60 credits of Level 3 courses.

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Example 11: PGT programme, 120 credits of taught courses comprised of six 20 credit courses. More than 65% of assessment completed by 15 March. Illustration of which components of reassessment can contribute towards eligibility for merit and distinction

Example 12: combined/joint honours: senior honours student, all senior honours courses equally weighted, one assessment component missing with good cause. Weighting applied in the calculation of final degree classification: Subject A: JH 40% SH 60%; weighting applied in Subject B JH 50% SH 50%. More than 65% of assessment already completed by 15 March.

Student retakes exams in the August 2020 diet with a view to improving their final GPA.

## **Appendix 2 - Clarification of the position regarding reassessment opportunities for final year honours and integrated masters students**

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TABLE 8: Postgraduate taught programmes: masters degrees, postgraduate diplomas and certificates: courses where some first diet assessment scheduled to take place after 15 March

Course Grade return following reassessment

## **Appendix 4 - Summary of reassessment options**

## **Appendix 5 - Operation of discretion under the No Detriment policy**

## **Appendix 6 - Application of No Detriment Policy for awards being made in 2020-21 and subsequent sessions**

## No Detriment Policy

[V9.0 Published 13 October 2020]

### Overview

#### General

- Students will be instructed that they **MUST** take all assessments offered, wherever possible; however, given the recognised potential disruption of Covid-19 to any assessments after 15 March, including at the April/May assessment diet, any assessments that are not taken, or those where the performance is out of line with previous performance, will not reduce a student's grade point average from this period (noting that in some cases the assessment will have to be taken afresh later).
- Students will **NOT** be required to submit Good Cause claims – instead it will be accepted that Covid-19 is likely to have impacted on everyone and assessment results for this period will be discounted where appropriate.
- The no detriment principles apply to the taught component of postgraduate taught programmes, as well as undergraduate and integrated masters programmes.<sup>1</sup>

#### Minimum Requirement of Completed Assessment for an Award

The minimum\* amount of assessment required to be completed for the calculation of any final award has been lowered from 75% to 65%. This threshold is calculated across the full graduating curriculum, and therefore does NOT require 65% completion for each individual course within the graduating curriculum.

\*This minimum may not be applicable on some degree programmes where there are professional or accreditation requirements (in some cases this will apply to the full degree programme, in others there may be individual courses that must be completed). **Students on such programmes must be advised of the special arrangements applying for some or all courses on their programme.** No detriment will still be applied, e.g. by allowing further attempts to be made if assessments have been missed, or insufficient performance achieved, during the period of disruption associated with Covid-19.

- For some students who are unable to take their exams, or whose performance dips, during the Covid-19 period the no detriment policy will mean that their degree award will be based on assessment completed prior to the impact of Covid-19 provided this reaches the 65% threshold.
- For students who have not completed sufficient assessment prior to the impact of Covid-19, results completed subsequently should be used to give them sufficient assessment to qualify for their award - the best grades will be counted first.

Support will be provided to staff to assist with calculations relating to the completion of the minimum assessment requirement,<sup>2</sup> including the calculation of assessment completed before and after the period of impact from Covid-19.

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<sup>1</sup> The application of these principles to programmes of study where the award is made jointly by, or together with, partner institutions will be considered on a case-by-case basis.

<sup>2</sup> NOTE: As students are being advised that they must complete all assessments in the April/May assessment diet wherever possible, there is no obligation for staff to provide advance information for students (individually or in cohorts) on their proportion of completed assessment prior to the impact of Covid-19.

### Further assessment attempts

Where students believe their performance in assessments after 15 March, including at the April/May assessment diet, has been impacted by Covid-19, further attempts will be offered at the 2020 August assessment diet, as set out in detail below. Therefore **'resit' assessments should be prepared for all coursework completed after 15 March, and exams and alternative assessments offered in the 2020 April/May assessment diet** which contribute to a final award (even for continuing students such as junior honours and third and fourth year integrated masters students).

Final award assessments impacted by Covid-19 can be taken afresh as a 'first attempt' as follows:

1. Where a student qualifies for an honours degree or integrated masters award at the scheduled time, but feels their overall result has been impaired, they may **re-take the full April/May exam diet** in order to try and achieve an improved classification. A further opportunity to be assessed in coursework and any scheduled exams that are set in an alternative format, e.g. a week-long take-home paper, will not be available for such students.<sup>3</sup>
2. For all other students, including postgraduate students, continuing students on honours, ordinary/designated and integrated masters degrees, or where final year students do not yet qualify for an award, they may select individual assessments to be taken afresh to enable them to qualify for the award and/or improve their performance. This may include assessments on courses where the overall course grade has reached the threshold grade (normally D3 for undergraduates and C3 for postgraduates) and includes coursework, exams and scheduled exams that are set in an alternative format.

Note: On honours and integrated masters programmes, the independent work (dissertation/project) may not be re-submitted. On PGT masters programmes, the independent work may only be resubmitted where this is required in order to satisfy the requirements for award of the degree. Any such resubmission will be treated as a second diet (resit).

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<sup>3</sup> A further statement on this is given at [Appendix 2](#).

## **No Detriment Policy: to be applied in place of standard regulations on incomplete assessment and good cause**

The information set out in this document relates to general principles being adopted by the University, but the following needs to be noted:

- Some awards for some professional/accredited degrees require completion of 100% assessment in some, or all, elements of the degree programme, or have other specific requirements as set out in programme documentation. Schools should contact relevant accrediting bodies in order to clarify the extent to which the procedure set out in this document can be implemented, and students should be advised locally of the procedures that will apply on such programmes. (Details of any such procedures should also be sent to the Senate Office for information).
- The outcome for individual students must also take into account:
  - Good cause claims submitted in relation to work due up to 15 March 2020.
  - Assessments due by 15 March 2020 that, in the absence of good cause, were not taken (e.g. exams, class tests) or submitted (coursework).

The global pandemic of Covid-19 (Coronavirus) is causing a wide array of very difficult circumstances for many students. Students will be instructed that they **must** take any outstanding assessments that are being offered, wherever possible. While Exam Boards will be permitted to award degrees with some incomplete assessment (as set out below), there are many reasons why students should be encouraged to complete assessment:

- Any assessment completed now will not result in a weakening of a student's position. (This 'no detriment' approach is explained below.)
- Attempts by students to predict their final GPA now could be problematic: grades from already completed assessment may not be known (e.g. dissertation and other coursework not yet marked and these may weigh heavily in the calculation of final classification); some grades that have been released will not have been ratified by an Exam Board so remain subject to change.
- Completing more assessment is likely to result in more grades being reported on students' transcripts. This may have particular significance depending on each student's future plans (further study, specialism required for employment).
- Continuing students are likely to benefit from the experience of completing assessment now, whatever format assessments are likely to take in future years. A 'no detriment' approach will be applied to assessments taken this year and carried forward to calculation of the final outcome. However, if circumstances have returned to normal by next session, it is expected that the usual rules relating to Good Cause, eligibility for award and calculation of degree classification will apply in relation to assessments taken then.

Under normal circumstances 'Good Cause' is the term used in our regulations to refer to making appropriate allowance for unforeseen or unavoidable circumstances which have affected student assessments. **After 15 March 2020 and until further notice, the existing Good Cause procedure is suspended<sup>4</sup>** and students will not be required to notify the University of any adverse circumstances which have affected their assessments after that

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<sup>4</sup> The facility for lodging new Good Cause claims in MyCampus has been closed, although students will be able to view existing claims.

date or have prevented them from taking them, whether associated with Covid-19 or not. This applies to all outstanding coursework and the April/May assessment diet.<sup>5</sup> This decision reflects the very wide array of impacts likely to have been experienced by students, including their own illness, upheaval and disruption of their study, domestic and financial circumstances, unforeseen caring responsibilities, illness and disruption affecting family and friends, difficulties associated with completion of on-line assessment, and anxieties relating to these circumstances and the general uncertainties associated with the on-going global situation. This would undoubtedly have led to very high numbers of Good Cause claims, for many of which obtaining suitable supporting evidence would have been impossible. In the absence of such evidence the process for considering claims of impacted performance would likely have become unsustainable. It is also felt that at this time where circumstances are so abnormal, asking students to make judgments on the extent to which their performance was affected would be unfair, and may well lead to a significant increase in the number of academic appeals.

The date 15 March 2020 has been identified as the date after which the global pandemic of Covid-19 is likely to have had widespread impact on the student community. Students whose assessment was impacted before this date will have been able to make a Good Cause claim in the usual way. Students who believe that adverse circumstances have affected any assessments up to 15 March but have not submitted a Good Cause claim will be asked to report their concerns directly to their School. Such reports should be treated sympathetically.

#### Coursework extensions

While the normal Good Cause procedures are suspended, students will be required to make contact with their School if they need to request an extension to a deadline for the submission of coursework (the term 'coursework' here includes an assignment, e.g. week-long take-home paper, that is delivered online at the April/May assessment diet in place of a previously scheduled exam). Students will be able to request extensions of up to five working days in the usual way by contacting their course coordinator or equivalent. Given the relaxation of Good Cause principles in relation to the requirement for supporting evidence, it is expected that extensions of up to five working days will be given readily, though staff may wish to advise on prompt submission being in the student's best interest where other deadlines are imminent. For each assessment Schools should decide if they are willing to allow longer extensions (which students would apply for in the same way, through the course coordinator) and to identify an absolute cut-off date beyond which submissions cannot be accepted (e.g. this may reflect the marking schedule). The facility to request extensions of more than five working days through Good Cause in MyCampus is no longer available.

In the current context, penalties for the late submission of coursework should not be applied in relation to assessment submitted after 15 March. The requirement for students to request an extension acts as a courtesy as well as a flag to staff where students may be facing particular difficulties.

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<sup>5</sup> This diet includes all online exams and alternative assessments which have replaced exams from the original on-campus exam diet.

## **Graduating honours/integrated masters students**

Students will be advised that they must complete all assessment wherever possible. However, where this has not been possible, the degree may be awarded on the basis of demonstrated performance in a minimum of 65% of the overall programme assessment. This is explained below.

### ***Calculating the proportion of assessment completed***

The procedure below refers to the proportion of assessment completed by 15 March 2020.

The 'proportion' of assessment relates to the volume of all assessment components that contribute to the final award (e.g. for a four-year honours programme, this means the proportion of the total volume of all junior honours and senior honours assessment components). Any programme-specific weighting applied in the calculation of final GPA that determines the degree classification should be ignored in this specific calculation.

'Completed by 15 March 2020' means:

- 1) Exams, class tests and any other assessment events that have taken place on or before that date, and
- 2) Coursework submissions where the cohort submission date was on or before 15 March. If a published submission date was deferred for the whole cohort please use the later date. Similarly, for students granted individual extensions, use the later date.

### **Calculating the final GPA**

Where the proportion of assessment completed by 15 March 2020 is equal to or more than 65%:

- On the basis of this assessment, the GPA should be calculated, applying the published programme weightings (e.g. junior honours 40 : 60 senior honours). This should be calculated as usual to one decimal place and will be treated as the 'baseline' GPA.
- Students will be advised that they must attempt all assessment due for completion after 15 March, i.e. outstanding scheduled coursework and assessment associated with the April/May assessment diet.
- Following the April/May assessment diet, the GPA will be recalculated to include results from any assessment completed after 15 March 2020 that are equal to or above the baseline GPA, again applying the published programme weighting.
- Any assessment results that are below the baseline GPA will be disregarded.
- Any assessments not taken will be disregarded.
- The recalculated GPA will be used to determine the degree classification offered at the June exam board.

Note: The requirement for students to achieve grade D3 or above in the independent work (project or dissertation) worth at least 20 credits in order to be eligible for the award of the degree will normally apply. Requests for exceptions may be referred to the Clerk of Senate for a final decision. The timescale for submission of the independent work (project or dissertation) should be managed carefully, with deferred deadlines granted where necessary. These may extend into the next academic session. In such cases, students should be made aware that this may have significant implications (e.g. funding,

visas, as well as a delayed date of award). Where the independent work (project or dissertation) has been submitted by 15 March, the grade will contribute to the baseline GPA.

The above information outlines the procedure for establishing **eligibility** for awards. On being offered the award of an honours or integrated masters degree at the June exam board, a student may elect not to accept the award and instead discount all exams<sup>6</sup> from the April/May assessment diet and take the entire diet of exams afresh in August 2020. 'Exam' in this context does not include any scheduled exams that are set in an alternative format, e.g. a week-long take-home paper. The degree result calculated from the August diet will be awarded unless it is lower than the result from the April/May diet in which case that award will be reinstated.

Where students do not wish to accept the award offered or to re-take the exams from the April/May diet in August, alternative options may be considered on a case by case basis at a later date but students should be made aware that this may have significant implications (e.g. funding, visas, as well as potential changes to course content and availability, and a delayed date of award).

Where the proportion of assessment completed by 15 March 2020 is less than 65% :

- On the basis of this assessment, the GPA should be calculated, applying the published programme weightings (e.g. junior honours 40 : 60 senior honours). This should be calculated as usual to one decimal place and will be treated as the 'baseline' GPA.

*Note: in calculating the programme GPA, where the weighting applied to the final year is equal to or more than 70%, Senate Office should be contacted in order that the impact of this weighting on the baseline GPA can be considered.*

- Students will be advised that they must attempt all assessment due for completion after 15 March i.e. outstanding scheduled coursework and assessment associated with the April/May assessment diet.
- Results from assessments completed after 15 March will be used to recalculate the GPA. All results equal to or above the baseline GPA will be used. Any grades that are below the baseline GPA will be used, starting with the best,<sup>7</sup> until the 65% threshold has been met.
- Where the 65% threshold is achieved by the time of the June exam board, the recalculated GPA will be used to determine the degree classification offered at that board.
- Where assessment is insufficient to meet the 65% threshold, it will not be possible to offer the degree at that board and further assessment will need to be completed at the next available opportunity. Note: The requirement for students to achieve grade D3 or above in the independent work (project or dissertation) worth at least 20 credits will normally apply, however requests for exceptions may be referred to the Clerk of Senate for a final decision. The timescale for submission of the independent work (project or dissertation) should be managed carefully, with deferred deadlines granted where necessary. These may extend into the next academic session. In such

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<sup>6</sup> A further statement on this is given at [Appendix 2](#).

<sup>7</sup> The 'best' means the grade that reduces the GPA the least. In some cases this will mean a small component of assessment with a lower grade rather than a more heavily weighted component of assessment with a higher grade.



cases, students should be made aware that this may have significant implications (e.g. funding, visas, as well as a delayed date of award). Where the independent work (project or dissertation) has been submitted by 15 March, the grade will contribute to the baseline GPA.

The above information outlines the procedure for establishing **eligibility** for awards. On being offered the award of an honours or integrated masters degree at the June exam board, a student may elect not to accept the award and instead discount all exams<sup>8</sup> from the April/May assessment diet and take the entire diet of exams afresh in August 2020. 'Exam' in this context does not include any scheduled exams that are set in an alternative format, e.g. a week-long take-home paper. The degree result calculated from the August diet will be awarded unless it is lower than the result from the April/May diet in which case that award will be reinstated. No further assessment opportunity will be available. Any student who considers that their performance in assessment during the period covered by this policy has been affected may, as an alternative, be considered for the award of an Unclassified Honours degree.

Where students reject an award offered in June and are unable to attempt any assessment in the August exam resit diet, they may elect to accept the award offered in June. Alternatively, they may be offered the opportunity to repeat the exam diet at a later date, where practicable. This opportunity may be limited by circumstances e.g. the scheduling of exams and possible non-running of courses in 2020-21. Students should be made aware that requesting a later assessment opportunity may have significant implications (e.g. funding, visas, as well as potential changes to course content, and a delayed date of award). Any such student who considers that their performance in assessment during the period covered by this policy has been affected may, as an alternative, be considered for the award of an Unclassified Honours degree.

Students who remain ineligible for award of the degree after the August exam resit diet may be offered further assessment opportunities on a case-by-case basis but these may again be limited by circumstances as described above.

### **Postgraduate taught masters students**

In order to be eligible for the award of a postgraduate taught masters degree, students must complete the independent work (project/dissertation) worth at least 60 credits and achieve the threshold grade for this as set out in the relevant degree regulations (usually D3). In addition, while students will be advised that they must complete all of the assessment associated with the taught courses, the degree may be awarded on the basis of demonstrated performance in a minimum of 65% of the assessment across the taught courses. This is explained below.

Note: the generic postgraduate taught masters degree regulations include the following additional requirements:

- At least 75% of the credits must be achieved at grade D3 or above.
- No credits should be achieved at below grade F3.

In view of the fact that a number of components of assessment due after 15 March may be either not completed or not included in the final GPA, these requirements are suspended, except that no credits should be achieved at below F3 where all assessment for that course was due by 15 March.

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<sup>8</sup> A further statement on this is given at [Appendix 2](#).

**Progress** to the independent work (dissertation/project) can be confirmed at the point when the requirements for award of the degree in relation to the taught courses, as set out below, are satisfied. Note: local areas have discretion to permit students to commence work on the dissertation/project before these requirements are satisfied but students must be clearly advised that they will not be eligible for award of the degree until the requirements have been met.

### ***Calculating the proportion of assessment completed***

The procedure set out below refers to the proportion of taught courses assessment completed by 15 March 2020.

The 'proportion' of assessment relates to the volume of all assessment components across all taught courses of a student's curriculum. (This differs from the approach in the normal Good Cause procedures for PGT programmes where the proportion of completed assessment is determined on a course-by-course basis.)

'Completed by 15 March 2020' means:

- 1) Exams, class tests and any other assessment events that have taken place on or before that date, and
- 2) Coursework submissions where the cohort submission date was on or before 15 March. If a published submission date was deferred for the whole cohort please use the later date. Similarly, for students granted individual extensions, use the later date.

### **Calculating the final GPA**

Where the proportion of taught courses assessment completed by 15 March 2020 is equal to or more than 65%:

- The GPA calculated on the basis of this assessment will be treated as the 'baseline' GPA. This should be calculated as usual to one decimal place.
- Students will be advised that they must attempt all assessment due for completion after 15 March where possible i.e. outstanding scheduled coursework and assessment associated with the April/May assessment diet, as well as the independent work (project/dissertation).
- Following the April/May assessment diet, in order to improve their GPA, students will be offered the opportunity to attempt all or any of the following:
  - Any assessments that were missed after 15 March (including any from the April/May assessment diet). These assessments will be treated as a first diet.
  - Any assessments due by 15 March that, through good cause, were missed or set aside. These assessments will be treated as a first diet.
  - Further assessment where the original assessment was completed by 15 March and the threshold course grade has not been achieved (this is C3 except where stated otherwise in degree regulations). This will be treated as a second diet.
  - Any assessment taken after the 15 March even where the threshold course grade has been achieved. This will be treated as a first diet.
- At the programme Board of Examiners meeting in the autumn, the GPA will be recalculated to include results from any assessment completed after 15 March 2020 that are equal to or above the baseline GPA.
- Any assessment results that are below the baseline GPA will be disregarded.

- Any taught course assessments not taken will be disregarded.
- The recalculated GPA, along with the grade achieved in the independent work (dissertation/project), will be used to determine the degree classification offered at the autumn exam board as set out in degree regulations.

Note: The timescale for submission of the independent work should be managed carefully, with deferred deadlines granted where necessary. These may extend into the next academic session. In such cases, students should be made aware that this may have significant implications (e.g. funding, visas, as well as a delayed date of award). In the event that the grade achieved in the independent work is below the threshold grade for this as set out in the relevant degree regulations (usually D3), a resubmission will be permitted but this will be treated as a second diet.

Where the proportion of taught courses assessment completed by 15 March 2020 is less than 65%:

- the GPA calculated on the basis of this assessment will be treated as the 'baseline' GPA. This should be calculated as usual to one decimal place.
- Students will be advised that they must attempt all assessment due for completion after 15 March wherever possible i.e. outstanding scheduled coursework and assessment associated with the April/May assessment diet, as well as the independent work (project/dissertation).
- Following the April/May assessment diet, in order to improve their GPA, students will be offered the opportunity to attempt all or any of the following:
  - Any assessments that were missed after 15 March (including any from the April/May assessment diet). These assessments will be treated as a first diet.
  - Any assessments due by 15 March that, through good cause, were missed or set aside. These assessments will be treated as a first diet.
  - Further assessment where the original assessment was completed by 15 March and the threshold course grade has not been achieved (this is C3 except where stated otherwise in degree regulations). This will be treated as a second diet.
  - Any assessment taken after 15 March even where the threshold course grade has been achieved. This will be treated as a first diet.
- Results from assessments completed after 15 March will be used to recalculate the GPA. All results that are equal to or above the baseline GPA will be used. Any that are below the GPA will be used, starting with the best,<sup>9</sup> until the 65% threshold has been met.
- Where the 65% threshold is achieved by the time of the programme Board of Examiners meeting in the autumn, the recalculated GPA, along with the grade achieved in the independent work (dissertation/project), will be used to determine the degree classification offered.

Further reassessment after August 2020

Students who had completed 65% of assessment by 15 March will have no further assessment opportunities. Students who had completed less than 65% of assessment

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<sup>9</sup> The 'best' means the grade that reduces the GPA the least. In some cases this will mean a small component of assessment with a lower grade rather than a more heavily weighted component of assessment with a higher grade.

by 15 March but whose final taught GPA includes only assessment results that are equal to or above the baseline GPA will have no further assessment opportunities.

- Students who are eligible for the degree and whose final taught GPA includes assessment results that were below the baseline GPA may be offered further assessment opportunities. Where there is insufficient assessment to achieve the 65% threshold, it will not be possible to offer the degree at that point and further assessment will need to be completed at the next available opportunity. In both cases assessment opportunities may be limited by circumstances e.g. the scheduling of exams and possible non-running of courses or change in course content in 2020-21. Note: The timescale for submission of the independent work should be managed carefully, with deferred deadlines granted where necessary. These may extend into the next academic session. In such cases, students should be made aware that this may have significant implications (e.g. funding, visas, as well as a delayed date of award). In the event that the grade achieved in the independent work is below the threshold grade for this as set out in the relevant degree regulations (usually D3), a resubmission will be permitted but this will be treated as a second diet.

### **Eligibility for merit and distinction**

Eligibility for the award of merit and distinction on PGT masters programmes is determined by a GPA that combines performance in the taught course and in the substantial independent work (dissertation/project). Appendix 1 includes examples showing how this should be calculated (Example 5).

### **Postgraduate taught certificates and diplomas**

Students will be advised that they must complete all assessment wherever possible. However, where this has not been possible, the award may be made on the basis of demonstrated performance in a minimum of 65% of the programme assessment. This is explained below.

### ***Calculating the proportion of assessment completed***

The procedure set out below refers to the proportion of course assessment completed by 15 March 2020.

The 'proportion' of assessment relates to the volume of all assessment components across all taught courses of a student's curriculum. (This differs from the approach in the normal Good Cause procedures for PGT programmes where the proportion of completed assessment is determined on a course-by-course basis.)

'Completed by 15 March 2020' means:

- 1) Exams, class tests and any other assessment events that have taken place on or before that date, and
- 2) Coursework submissions where the cohort submission date was on or before 15 March. If a published submission date was deferred for the whole cohort please use the later date. Similarly, for students granted individual extensions, use the later date.

### **Calculating the final GPA**

Where the proportion of course assessment completed by 15 March 2020 is equal to or more than 65%:

- The GPA calculated on the basis of this assessment will be treated as the 'baseline' GPA. This should be calculated, as usual, to one decimal place.
- Students will be advised that they must attempt all assessment due for completion after 15 March wherever possible i.e. outstanding scheduled coursework and assessment associated with the April/May assessment diet.

*Where a programme Board of Examiners normally meets to make awards following the April/May assessment diet:*

- Following the April/May assessment diet, the GPA will be recalculated to include all results from any assessment completed after 15 March 2020 that are equal to or above the baseline GPA.
- Any assessment results that are below the baseline GPA will be disregarded.
- Any assessments not taken will be disregarded.
- The recalculated GPA will be used to determine the award offered by the exam board.

*Where a programme Board of Examiners does not normally meet to make awards until the autumn*

- Following the April/May assessment diet, in order to improve their GPA, students will be offered the opportunity to attempt all or any of the following:
  - Any assessments that were missed after 15 March (including any from the April/May assessment diet). These assessments will be treated as a first diet.
  - Any assessments due by 15 March that, through good cause, were missed or set aside. These assessments will be treated as a first diet.
  - Further assessment where the original assessment was completed by 15 March and the threshold course grade has not been achieved (this is C3 except where stated otherwise in degree regulations). This will be treated as a second diet.
  - Any assessment taken after the 15 March even where the threshold course grade has been achieved. This will be treated as a first diet for the purpose of the award of Merit and Distinction.
- At the Board of Examiners meeting in the autumn the GPA will be recalculated to include results from any assessment completed after 15 March 2020 that are equal to or above the baseline GPA.
- Any assessment results that are below the baseline GPA will be disregarded.
- Any assessments not taken will be disregarded.
- The recalculated GPA will be used to determine the award offered at the autumn exam board.

Where the proportion of assessment completed by 15 March 2020 is less than 65%:

- The GPA calculated on the basis of this assessment will be treated as the 'baseline' GPA. This should be calculated as usual to one decimal place.

- Students will be advised that they must attempt all assessment due for completion after 15 March wherever possible i.e. outstanding scheduled coursework and assessment associated with the April/May assessment diet.

*Where a programme Board of Examiners normally meets to make awards following the April/May assessment diet:*

- Following the April/May assessment diet, results from assessments completed after 15 March will be used to recalculate the GPA. All results that are equal to or above the baseline GPA will be used. Any that are below the GPA will be used, starting with the best,<sup>10</sup> until the 65% threshold has been met.
- Where the 65% threshold is achieved, the recalculated GPA will be used to determine the award offered by the exam board.
- Where there is insufficient assessment to achieve the 65% threshold, it will not be possible to make the award at that point and further assessment will need to be completed at the next available opportunity. Details of such opportunities will be provided as they become available.

*Where a programme Board of Examiners does not normally meet to make awards until the autumn*

- Following the April/May assessment diet, in order to improve their GPA, students will be offered the opportunity to attempt all or any of the following:
  - Any assessments that were missed after 15 March (including any from the April/May assessment diet). These assessments will be treated as a first diet.
  - Any assessments due by 15 March that, through good cause, were missed or set aside. These assessments will be treated as a first diet.
  - Further assessment where the original assessment was completed by 15 March and the threshold course grade has not been achieved (this is C3 except where stated otherwise in degree regulations). This will be treated as a second diet.
  - Assessment taken after 15 March even where the threshold course grade has been achieved. This will be treated as a first diet.
- At the Board of Examiners meeting in the autumn results from assessments completed after 15 March will be used to recalculate the GPA. All results that are equal to or above the baseline GPA will be used. Any that are below the GPA will be used, starting with the best,<sup>10</sup> until the 65% threshold has been met.
- Where the 65% threshold is achieved, the recalculated GPA will be used to determine the award offered by the exam board.

#### Further reassessment after August 2020

Students who had completed 65% of assessment by 15 March will have no further assessment opportunities. Students who had completed less than 65% of assessment by 15 March but whose final GPA includes only assessment results that are equal to or above the baseline GPA will have no further assessment opportunities.

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<sup>10</sup> The 'best' means the grade that reduces the GPA the least. In some cases this will mean a small component of assessment with a lower grade rather than a more heavily weighted component of assessment with a higher grade.

- Students who are eligible for the award and whose final GPA includes assessment results that were below the baseline GPA may be offered further assessment opportunities. Where there is insufficient assessment to achieve the 65% threshold, it will not be possible to make the award at that point and further assessment will need to be completed at the next available opportunity. In both cases assessment opportunities may be limited by circumstances e.g. the scheduling of exams and possible non-running or change of content of courses in 2020-21.

### **Graduating ordinary/designated degree students**

Students will be advised that they must complete all assessment wherever possible. However, where this has not been possible, the degree may be awarded on meeting the criteria set out below on the basis of demonstrated performance in a minimum of 65% of the relevant assessment.

In determining eligibility for award of the degree, the requirements of the generic undergraduate regulations published in the *University Regulations* have been varied for graduating students as follows:

Eligibility for award of the degree will require all of the following requirements to be met:

- A curriculum consisting of 360 credits including at least 60 credits at Level 3.
- A GPA of at least 9.0 for the overall programme assessment. This must be based on completion of a minimum of 65% of that assessment, with no Credit Refused.
- A GPA of at least 9.0 across the assessment associated with at least 60 credits at Level 3. This must be based on completion of a minimum of 65% of the assessment across those courses.

Additional requirements stipulated in the supplementary degree regulations may be waived by the appropriate College Dean of Learning & Teaching.

### ***Calculating the proportion of assessment completed***

The procedure below refers to the proportion of assessment completed by 15 March 2020.

The 'proportion' of assessment relates to the volume of all relevant assessment components. In the case of the programme assessment, this is all assessment components on all 360 credits of courses on a student's curriculum; in the case of the assessment for 60 credits at Level 3, this is all assessment components associated with those courses. (This differs from the approach in the normal Good Cause procedures for non-honours programmes where the proportion of completed assessment is determined on a course-by-course basis.)

'Completed by 15 March 2020' means:

- 1) Exams, class tests and any other assessment events that have taken place on or before that date, and
- 2) Coursework submissions where the cohort submission date was on or before 15 March. If a published submission date was deferred for the whole cohort, use the later date. Similarly, for students granted individual extensions, use the later date.

### **Calculating the final GPA**

Where the proportion of relevant assessment completed by 15 March 2020 is equal to or more than 65%:

- The GPA calculated on the basis of all assessment completed across the programme by 15 March will be treated as the 'baseline' programme GPA.
- The GPA calculated on the basis of all assessment completed on 60 credits of Level 3 courses by 15 March will be treated as the 'baseline' Level 3 GPA.
- Students will be advised that they must attempt all assessment due for completion after 15 March wherever possible, i.e. outstanding scheduled coursework and assessment associated with the April/May assessment diet.
- Following the April/May assessment diet, the baseline GPA(s) will be recalculated to include results from any assessment completed after 15 March 2020 that are equal to or above the relevant baseline GPA.
- Any assessment results that are below the relevant baseline GPAs will be disregarded.
- Any assessments not taken will be disregarded.

The recalculated GPA(s) will be used to determine whether a student has met the required criteria as set out above.

Where the proportion of relevant assessment completed by 15 March 2020 is less than 65%:

- The GPA calculated on the basis of all assessment completed across the programme by 15 March will be treated as the 'baseline' programme GPA.
- The GPA calculated on the basis of all assessment completed on 60 credits of Level 3 courses by 15 March will be treated as the 'baseline' Level 3 GPA.
- Students will be advised that they must attempt all assessment due for completion after 15 March wherever possible, i.e. outstanding scheduled coursework and assessment associated with the April/May assessment diet.
- Results from assessments completed after 15 March will be used to recalculate the GPA(s). All results equal to or above the relevant baseline GPA will be used. Any grades that are below the relevant baseline GPA will be used, starting with the best,<sup>11</sup> until the 65% threshold has been met.

Where assessment is insufficient to meet the 65% threshold for either the programme GPA or the Level 3 GPA, it will not be possible to offer the degree at that board and further assessment will need to be completed at the next available opportunity. Similarly, students who by the June exam board are eligible for award of the degree may elect to complete additional assessment with a view to improving their overall outcome.

### **Further reassessment after August 2020**

Where, following the summer reassessment period, the 65% threshold is achieved the recalculated GPAs will be used to determine the degree classification offered. Students who had completed 65% of assessment for both GPAs by 15 March will have no further assessment opportunities. Students who had completed less than 65% of assessment by 15

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<sup>11</sup> The 'best' means the grade that reduces the GPA the least. In some cases this will mean a small component of assessment with a lower grade rather than a more heavily weighted component of assessment with a higher grade.



March but whose final GPAs include only assessment results that are equal to or above the baseline GPAs will have no further assessment opportunities.

Students who are eligible for the degree and whose final GPAs include assessment results that were below either of the baseline GPAs may be offered further assessment opportunities. Where there is insufficient assessment to achieve the 65% threshold, it will not be possible to offer the degree at that point and further assessment will need to be completed at the next available opportunity. In both cases assessment opportunities may be limited by circumstances e.g. the scheduling of exams and possible non-running or change of content of courses in 2020-21.

### **Certificate or Diploma of Higher Education**

A Certificate of Higher Education may be awarded on the basis of demonstrated performance in at least 65% of the assessment associated with a programme of study comprising 120 credits, where there has been no Credit Refused.

A Diploma of Higher Education may be awarded on the basis of demonstrated performance in at least 65% of the assessment associated with a programme of study comprising 240 credits with at least 80 credits at Level 2, where there has been no Credit Refused.

### ***Calculating the proportion of assessment completed***

The procedure below refers to the proportion of assessment completed by 15 March 2020.

The 'proportion' of assessment relates to the volume of all relevant assessment components. In the case of the Certificate of HE the relevant assessment components are all components associated with 120 credits on a student's curriculum; in the case of the Diploma of HE, this is all assessment components associated with 240 credits on a student's curriculum. (This differs from the approach in the normal Good Cause procedures for non-honours programmes where the proportion of completed assessment is determined on a course-by-course basis.)

'Completed by 15 March 2020' means:

- 1) Exams, class tests and any other assessment events that have taken place on or before that date, and
- 2) Coursework submissions where the cohort submission date was on or before 15 March. If a published submission date was deferred for the whole cohort, use the later date. Similarly, for students granted individual extensions, use the later date.

### **Calculating the final GPA**

Where the proportion of relevant assessment completed by 15 March 2020 is equal to or more than 65%:

- The GPA calculated on the basis of all assessment completed across the programme by 15 March will be treated as the 'baseline' programme GPA.
- Students will be advised that they must attempt any assessment due for completion after 15 March wherever possible.
- Following the April/May assessment diet, the baseline GPA will be recalculated to include results from any assessment completed after 15 March 2020 that are equal to or above the baseline GPA.
- Any assessment results that are below the baseline GPA will be disregarded.

- Any assessments not taken will be disregarded.
- The recalculated GPA will be used to determine whether a student has met the criteria for the award.

Where the proportion of relevant assessment completed by 15 March 2020 is less than 65%:

- The GPA calculated on the basis of all assessment completed across the programme by 15 March will be treated as the 'baseline' programme GPA.
- Students will be advised that they must attempt any assessment due for completion after 15 March wherever possible.
- Results from assessments completed after 15 March will be used to recalculate the GPA. All results equal to or above the baseline GPA will be used. Any grades that are below the relevant baseline GPA will be used, starting with the best,<sup>12</sup> until the 65% threshold has been met.
- Where assessment is insufficient to meet the 65% threshold it will not be possible to offer the degree at that board and further assessment will need to be completed at the next available opportunity. Details of such opportunities will be provided as they become available.

### **Continuing students**

The general 'no detriment' approach applied to students due to graduate in 2020 as set out above will also be applied to non-graduating students in relation to assessments after 15 March and in the April/May assessment diet, including those on part-time programmes.

At the final awarding exam board (whether in June 2021 or at a later date), the no detriment approach will be applied in relation to assessments completed in the period deemed directly affected by the Covid-19 pandemic. It is anticipated that for such students, for the purposes of determining the award at the future final exam board, the baseline GPA will be calculated with reference to all components of assessment completed outwith the period deemed directly affected by the Covid-19 pandemic.

*Example 1:* for a student currently in year 4 of an integrated masters programme, the baseline GPA will be based on assessment completed in year 3, assessment completed in year 4 by 15 March 2020, and assessment completed in year 5 that is considered to be outwith the affected period.

*Example 2:* for a student currently in junior honours, the baseline GPA will be based on assessment completed in the current session by 15 March 2020 and assessment completed in senior honours that is considered to be outwith the affected period.

*Example 3:* for a student currently in the second year of a part-time postgraduate diploma programme scheduled to take three years, the baseline GPA will be based on assessment completed in the previous session, assessment completed in the second year by 15 March 2020, and assessment completed in the third year that is considered to be outwith the affected period. On programmes with interim progression points falling within the period affected by the pandemic, the same principle should apply: the baseline in relation to that progression point should be calculated on the basis of assessment completed by 15 March.

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<sup>12</sup> The 'best' means the grade that reduces the GPA the least. In some cases this will mean a small component of assessment with a lower grade rather than a more heavily weighted component of assessment with a higher grade.

At the time of publication, while the timescale for resolution of current challenges associated with the pandemic is unknown, it is not possible to define the duration of the 'affected period'. Information will be issued as it becomes available.

### Continuing students: progression

Schools should apply published progress criteria in a reasonable way, making a careful record of criteria so that decisions can be defended. (Copies should be sent to the Senate Office for information). Progress criteria should be regarded as satisfied if achieved in relation to at least 65% of the assessment associated with academic session 2019-20 unless alternative arrangements are required by professional or accrediting bodies.

### Reassessment opportunities for continuing students

*Students in junior honours and in third and fourth year of integrated masters programmes:* there will be an opportunity to take assessments as a first diet in August 2020 where assessments were missed or considered by the student to have been impacted in the April/May assessment diet. This applies even where the course threshold grade has been achieved. An assessment opportunity should also be made available in relation to components of assessment due by 15 March where Good Cause was accepted. Given the wide availability of reassessment opportunities for such students, it is important to note that progression requires completion of only 65% of the assessment for the session, so electing to complete any assessment at the August diet will not always be in the student's best interest; no penalty will be applied at the final exam board as a result of less than 100% of assessment for the 2019-20 session having been completed. Schools may, however, require students to be reassessed in August where progression requirements have not been met. This means that assessments will need to be set for the August assessment diet for all junior honours and relevant integrated masters students who were assessed after 15 March 2020, including at the April/May assessment diet.

Following the summer reassessment period, any such exceptional assessment opportunities that were not taken up will no longer be available to students who have satisfied the requirements to progress unless the School considers another opportunity desirable and practicable. For students who have not satisfied the progress requirements, their situation should be considered on a case-by-case basis as to whether deficit can be made up through further assessment or whether a full repeat of the year's assessment is required.

*Students progressing from Level 1 to Level 2:* Students have been advised that there will be automatic progression from Level 1 to Level 2. If, however, students have Credit Refused for any courses or their overall grades suggest they may benefit from further study at the same level, they may be advised that it is in their best interest not to progress at this point. Where the outcome on any course is Credit Refused, the student will be required to make up the missing credit even if they do progress at this point.

Exams only/repeat students: The No Detriment principles should be applied to 'exams only' students and to those repeating a year or course(s), though the detail of this will need to be considered on a case-by-case basis and may involve the students completing some additional assessment on a diagnostic basis.

### **Course Grades**

This section applies to the calculation of course grades – not to the determination of overall award (the latter is the level at which the No Detriment principles operate): the results of all components of assessment completed after 15 March must be included in the calculation to determine the final course grade.

Tables that will be appended to this policy will give detailed instructions on course grades to be awarded at different levels and on different programmes. In summary, the following arrangements will apply:

For all courses at all levels (including the dissertation/project), if a student has completed 65% or more of that course's assessment *and* has achieved the relevant threshold grade\* (usually D3 for undergraduates and C3 for postgraduates), **award the earned grade**.<sup>13</sup>

For all courses at all levels (including the dissertation/project), if a student has completed 65% or more of that course's assessment and the aggregated grade is E1 or below\*, **award CA** ('Credit Awarded'; this awards credits but indicates there is insufficient evidence of achievement to allow an academic decision to be made on a grade). [Please note: this is a change from the previously published version of the Policy which indicated that on PGT programmes CA should be returned where the aggregated grade was D1 or below. This point has been reconsidered because some taught masters programmes require the achievement of at least D3 in specified courses, and some students who are initially registered on postgraduate masters programmes will exit with a postgraduate certificate or diploma, where the threshold grade is D3.]

\*Note that components missing without Good Cause that should have been completed by 15 March attract a H/0 grade which should be included in the course grade calculation.

For courses without 65% of that course's assessment complete, **award CA**. Except that, where by 15 March 2020 a student has already missed enough assessment, or failed a mandatory requirement for the award of credit such as attendance, that would result in them being awarded a CR for that course, the **CR** should be awarded. Level 1 students have already been advised that they will be permitted to progress to Level 2, however progress committees may wish to advise students who have CR for any courses of the options available to them which are in their best interest.

All transcripts for students being assessed in session 2019-20 will include a statement regarding the exceptional circumstances surrounding assessment completed during the Covid-19 pandemic and the way in which course grades and programme outcomes are determined.

### **Treatment of grades/results which have been subject to penalties for academic misconduct**

The principles of No Detriment will not be applied to any assessment grades which have been subject to a penalty for academic misconduct. The following will apply.

Where students incur penalties for academic misconduct for assessments submitted up to 15 March:

- the penalty grade for the assessment shall be fed into the calculation of the baseline GPA along with all other assessments.

Where students incur penalties for academic misconduct for assessments submitted after 15 March:

- the penalty grade cannot be discounted in the calculation of the student's final GPA following the April/May assessment diet, even if it is lower than the baseline GPA.

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<sup>13</sup> There may be cases where students feel that their earned grade has been disrupted by the pandemic even though it is above the relevant threshold. In such cases Schools should amend the grade to CA on MyCampus if the student prefers. Such a change can only be made where some of the course assessment was scheduled after 15 March 2020.

However, where the final GPA is based on a reduced volume of assessment e.g. 65%, the penalty grade will be weighted appropriately to comprise a reduced proportion of the assessment.

For further information on the application of this process please email: [student-conduct@glasgow.ac.uk](mailto:student-conduct@glasgow.ac.uk).

## Guide and worked examples on No Detriment – Proportion of completed assessment and Calculation of Baseline and Final Grade Point Average in Session 2019-20

The examples below show the application of the stages described in the No Detriment policy on a number of different programmes with various different scenarios where the student is eligible for award.

### Volume of assessment completed

The volume of assessment completed is calculated in relation to all relevant assessment associated with the programme. On honours and integrated masters programmes any programme-specific weighting of the different years is ignored. E.g. on an honours programme where a student takes 120 credits in junior honours and in senior honours, if they have completed all the assessment in junior honours and half of all assessment associated with the senior honours year, they will have completed 75% of the volume of programme assessment. The fact that in calculating final classification the junior honours and senior honours years are weighted differently (e.g. 40 : 60) is irrelevant.

### Grade point average

While the No Detriment policy has introduced rules to be applied to reflect disruption caused by the Covid-19 pandemic, normal principles relating to calculation of grade point averages still apply: the grade points associated with components of assessment reflect the credit weighting of the course and the weighting that the component carries for that course. E.g. A component of assessment carrying a 40% weighting on a 20 credit course, will be included in GPA calculations as (Component weighting x number of credits), that is,  $(0.4 \times 20)$ .

Calculating the GPA for a full year is carried out by aggregating the grade points associated with overall course grades. In relation to GPAs being calculated for 2019-20, this position is varied by the No Detriment policy. The policy requires GPA to be calculated by using specific **components** of assessment:

- Baseline GPA is calculated by aggregating all components of assessment that have been completed by 15 March
- Final GPA is calculated by aggregating the baseline GPA and selected components of assessment that are completed after 15 March.

In other words, not all components of assessment associated with a course are always included in a calculation. Even where all components of assessment for a course are to be included in the GPA, they should be included in the aggregation as components and not as overall course grades. E.g. on a course with two components of assessment each weighted 50%, where one is graded A5 (18 grade points) and the other is graded C2 (13 grade points), if both components are to be included in the GPA they should be included as two components ( $0.5 \times 18$  and  $0.5 \times 13$ ) rather than as an overall course (graded B2 carrying 16 grade points).

In some of the examples that follow some components of assessment are missing. This should be taken into account in the calculations in the usual way. For example, for a senior honours student where a component of assessment from junior honours has been missed with good cause and (unusually) there has been no opportunity to complete the assessment, that component of assessment is discarded entirely from the

calculation of GPA with the weighting carried by that year reduced accordingly. If an exam weighted 40% on a 20 credit course was missed with good cause, in GPA calculations the full weighting of junior honours assessment would be reduced as follows:

$1.00 - [(0.4 \times 20)/120] = 0.93$ , that is to 93%.

Where an assessment has been missed without good cause, in calculating the GPA that assessment is still included in the amount of assessment taken but with an H grade which equates to 0 grade points for the component.

### **List of Examples**

Example 1 – Senior Honours student, all senior honours courses equally weighted, all assessment components completed, weighting applied in the calculation of final degree classification: JH 40% SH 60%. More than 65% of assessment completed by 15 March

Example 2 – Senior Honours student, all senior honours courses equally weighted, weighting applied in the calculation of final degree classification: JH 50% SH 50%, some assessment components missing. Less than 65% of assessment completed by 15 March

Example 3 – Senior Honours student, all senior honours courses equally weighted, weighting applied in the calculation of final degree classification: JH 50% SH 50%, some assessment components missing. Less than 65% of assessment completed by 15 March. After adding in component results after 15 March that are equal to or better than the baseline GPA there is still less than 65% of the assessment included.

Example 4 – Combined/Joint Honours student: all senior honours courses equally weighted, one assessment component missing with good cause, weighting applied in the calculation of final degree classification: JH 50% SH 50%. Less than 65% of assessment completed by 15 March. Joint degree Subject A and Subject B.

Example 5 – PGT programme, 120 credits of taught courses comprised of six 20 credit courses. More than 65% of assessment completed by 15 March.

Example 6 – PGT programme, 120 credits of taught courses comprised of five 20 credit courses and two 10 credit courses. Less than 65% of assessment completed by 15 March. Two components of assessment not submitted.

Example 7 – Ordinary/designated degree final year student. Year 3 curriculum consisting of three Level 3 20 credit courses and three Level 2 20 credit courses. Less than 65% of L3 assessment on 60 credits complete.

Example 8 – Ordinary/designated degree final year student – Year 3 curriculum consisting of six Level 3 20 credit courses. Less than 65% of L3 assessment on 60 credits complete.

Example 9 – Application of a penalty applied under the Code of Student Conduct for academic misconduct.

**Example 1: Senior Honours student, all senior honours courses equally weighted, all assessment components completed, weighting applied in the calculation of final degree classification: JH 40% SH 60%. More than 65% of assessment completed by 15 March.**

All junior honours assessment completed (120 credits: 6 x 20 credit courses): overall JH GPA is 14.9.

All six senior honours courses are worth 20 credits.

	<b>Semester 1</b>	Course grade	<b>Semester 2</b> By 15 March 2020	Course grade	Component grade points to include in baseline GPA	Completed after 15 March, including April/May assessment diet
<b>Junior honours</b>					14.9 (assessment complete)	
<b>Senior honours</b>						
Course 1 20 credits	Essay (50%) B2 Essay (50%) C1	B3			16 (50% weighting) 14 (50% weighting)	
Course 2 20 credits	Seminar (30%) A5	NYA			18 (30% weighting)	Exam (70%) B2
Course 3 20 credits	Essay (30%) B3	NYA			15 (30% weighting)	Project (70%) C1
Course 4 20 credits			Project (60%) A5	NYA	18 (60% weighting)	Exam (40%) C3
Course 5 20 credits				NYA		Essay (60%) B1 Exam (40%) C1
Course 6 20 credits				NYA		Dissertation (100%) C1

NYA = not yet available



### Volume of assessment completed by 15 March 2020

		Amount of programme assessment complete (%)
<b>Junior honours</b>		50.0
<b>Senior honours</b>		
Course 1	Essay (50%) Essay (50%)	8.3
Course 2	Seminar (30%)	2.5
Course 3	Essay (30%)	2.5
Course 4	Project (60%)	5.0
Course 5		
Course 6		
	<b>Total</b>	68.3

The assessment associated with each senior honours course represents 8.3% of the total honours assessment (20 credits for each course divided by 240 credits total). The weighting of each assessment within that 8.3% for each course can then be used to work out what has been completed of the programme assessment.

In this case, by 15 March 2020, the student **has completed 68.3%** of the assessment associated with the whole honours programme.

### Baseline GPA

JH is weighted 40% and SH is weighted 60% in the calculation of final degree classification.

The baseline GPA includes assessments taken in both years. The junior honours GPA is calculated by aggregating course grades, as usual. The SH contribution to baseline GPA, however, is calculated from assessment components only, and no reference should be made to rounded course grades (e.g. where all assessment was completed in semester 1 and a final overall course grade is available).

Baseline GPA requires two things to be aggregated as follows:

#### 1. GPA from JH

Example 1 gives a value of 14.9 that has been calculated by aggregating course results. (An unrounded value should be used, so this value can have more than one decimal place.)

## 2. GPA from components of SH assessment completed by 15 March

All assessment components (NOT course results) should be aggregated using the appropriate course and component weighting.

Example 1 shows the following components completed by 15 March:

Course 1 - Essay (50%) B2 (16 grade points)

Course 1 - Essay (50%) C1 (14)

Course 2 - Seminar (30%) A5 (18)

Course 3 - Essay (30%) B3 (15)

Course 4 - Project (60%) A5 (18)

Course 5 - no assessment completed yet

Course 6 - no assessment completed yet

All courses carry 20 credits. As the courses carry equal credit weighting, this is not shown here as being factored into the calculation.

$$\begin{aligned}\text{SH assessment components contributing to the baseline GPA} &= (\text{Essay Course 1} + \text{Essay Course 1} + \text{Seminar Course 2} + \text{Essay Course 3} + \\ &\quad \text{Project Course 4}) / \text{weighting of completed components} \\ &= [(16 \times 0.5) + (14 \times 0.5) + (18 \times 0.3) + (15 \times 0.3) + (18 \times 0.6)] / (0.5 + 0.5 + 0.3 + 0.3 \\ &\quad + 0.6) \\ &= 16.2273\end{aligned}$$

Baseline GPA aggregates **1.** and **2.**

In this case JH : SH was weighted 40 : 60.

The JH GPA contains 100% of the JH assessment i.e. (14.9 x 0.4)

The SH contribution to baseline GPA is based on only 36.6% of the total SH assessment. It is therefore re-weighted in the baseline calculation (16.2273 x 0.6 x 0.366)

$$\begin{aligned}\text{Baseline GPA} &= (\text{completed JH GPA} + \text{completed proportion of SH GPA}) / \text{proportion of honours assessment completed} \\ &= (14.9 \times 0.4) + (16.2273 \times 0.6 \times 0.366) / [0.4 + (0.6 \times 0.366)] \\ &= (5.96 + 3.5635) / 0.6196 \\ &= 15.3704 \text{ rounded to } \mathbf{15.4}\end{aligned}$$

## Final GPA

By 15 March the student had completed 68.3% of all honours assessment, i.e. more than 65% of the assessment required for the award, so in order to calculate final GPA, only results that are equal to or above the baseline GPA will be included, and any assessment results that are below the baseline GPA or are not taken will be disregarded.

Components completed after 15 March:

Course 1 - none

Course 2 - Exam (70%) B2 (16 grade points) – *Include in final GPA*

Course 3 - Project (70%) C1 (14) – *Disregard as < 15.4*

Course 4 - Exam (40%) C3 (12) – *Disregard as < 15.4*

Course 5 - Essay (60%) B1 (17) – *Include in final GPA*

Course 5 - Exam (40%) C1 (14) – *Disregard as < 15.4*

Course 6 - Dissertation (100%) C1 (14) – *Disregard as < 15.4*

The baseline GPA included the 36.6% of SH assessment that had been completed by 15 March. The two additional components to be included in the final GPA from the SH assessment completed after 15 March are weighted appropriately in the calculation:

Contribution of the additional components to be included in final GPA = (Course 2 Exam B2 (70%)) + (Course 5 Essay B1 (60%)) / weighting of additional components

$$\begin{aligned} &= [(16 \times 0.7) + (17 \times 0.6)] / (0.7 + 0.6) \\ &= 16.4615 \end{aligned}$$

Proportion of SH assessment represented by the additional components (from the 6 SH courses) =  $(0.7 + 0.6) / 6$   
= 0.2166

Recalculating baseline GPA to arrive at final GPA as follows:

Final GPA = (JH GPA + proportion of SH GPA in baseline GPA + included proportion of SH assessment completed after 15 March) / total proportion of included honours assessment

$$\begin{aligned} &= [(14.9 \times 0.4) + (16.2273 \times 0.6 \times 0.366) + (16.4615 \times 0.6 \times 0.2166)] / [0.4 + (0.6 \times 0.366) + (0.6 \times 0.2166)] \\ &= (5.96 + 3.5635 + 2.1393) / 0.4 + 0.2196 + 0.1300 \\ &= 11.6628 / 0.7496 \\ &= 15.5587 \text{ rounded to } \mathbf{15.6} \end{aligned}$$

## Notes

### 1. Integrated masters students

The same approach should be applied but there will be a GPA from both year 3 and year 4 to be included in the baseline GPA.

### 2. Option for final honours/integrated masters students to resit the full April/May exam diet.

The No Detriment policy offers students who are eligible to graduate the option of resitting the entire April/May exam diet. (See Appendix 2 of the No Detriment policy for further information on this.) In Example 1 this would mean that the student would resit the exams for courses 2, 4 and 5. The final GPA would then be recalculated with reference to the results obtained in these exams. The results from the same exams taken in April/May would not be taken into account.

In Example 1 the result from the course 2 exam, B2, was included in the final GPA as it was better than the baseline GPA of 15.4. If in the August diet the student achieved a C1 in the exam that result would be disregarded and the B2 achieved at the April/May diet would **not** be reinstated. Conversely, while neither of the other two exam results from the April/May diet was included in the final GPA because they were below the baseline GPA, if in August either or both results are better than the baseline value of 15.4 they would be included in the final GPA.

### 3. Continuing honours and integrated masters students

No interim baseline GPA should be calculated for the components of assessment completed by 15 March: the overall baseline value will incorporate assessment results from senior honours that are deemed not to have been affected by the Covid pandemic. Details of this will follow when known. Until the overall baseline GPA is established it will not be possible to identify those assessments from the Covid period that will be disregarded from the final GPA.

**Example 2: Senior Honours student, all senior honours courses equally weighted, weighting applied in the calculation of final degree classification: JH 50% SH 50%, some assessment components missing – less than 65% of assessment completed by 15 March.**

Junior honours assessment completed (120 credits: 6 x 20 credit courses) except two items not submitted: one essay worth 50% of the course assessment without good cause and one exam worth 75% of the course assessment with good cause accepted. Overall JH GPA is 14.9, with one course recoded as CW and one as MV.

All six senior honours courses are worth 20 credits. One essay from semester 1 missed through Good Cause (Course 1).

	Semester 1	Course grade	Semester 2 By 15 March 2020	Course grade	Component grade points to include in baseline GPA	Completed after 15 March, including April/May assessment diet
<b>Junior honours</b>					14.9 (but assessment incomplete)	
<b>Senior honours</b>						
Course 1 20 credits	Essay (50%) Good Cause; Essay (50%) C1	MV			14 (50% component)	
Course 2 20 credits	Seminar (30%) A5	NYA			18 (30% component)	Exam (70%) B2
Course 3 20 credits	Essay (30%) B3	NYA			15 (30% component)	Project (70%) B2
Course 4 20 credits			Project (60%) A5	NYA	18 (60% component)	Exam (40%) C3
Course 5 20 credits						Essay (60%) B1 Exam (40%) C1
Course 6 20 credits						Dissertation (100%) C1

NYA = not yet available

### Volume of assessment completed by 15 March 2020

		Amount of programme assessment complete (%)
<b>Junior honours (Six 20 credit courses)</b>		39.6
2 components missing: 50% essay (CW) 75% exam (MV)		
<b>Senior honours</b>		
Course 1	Essay (50%)	4.2
Course 2	Seminar (30%)	2.5
Course 3	Essay (30%)	2.5
Course 4	Project (60%)	5.0
Course 5		
Course 6		
	<b>Total</b>	53.8

The two missing components of assessment reduce the proportion of programme assessment completed for junior honours from 50% to 39.6% (as a 50% weighted component and a 75% weighted component are missing respectively of 20 credit courses – each worth 8.3% of the programme – meaning that 10.4% of the programme assessment has not been completed in this year).

The assessment associated with each senior honours course represents 8.3% of the total honours assessment (20 credits for each course divided by 240 credits total). One essay has been missed through Good Cause.

In this case, by 15 March 2020, the student **has completed 53.8%** of the assessment associated with the whole honours programme.

### Baseline GPA

JH and SH are equally weighted in the calculation of final degree classification.

The baseline GPA includes assessments taken in both years. The junior honours GPA is calculated by aggregating course grades, as usual. The SH contribution to baseline GPA, however, is calculated from assessment components only, and no reference should be made to rounded course grades. Baseline GPA requires two things to be aggregated:

## 1. GPA from JH

Example 2 gives a value of 14.9 that has been calculated by aggregating course results. (An unrounded value should be used, so this value might have more than one decimal place.)

Note for the purposes of calculating baseline GPA the 50% weighted essay (missed without good cause) is treated as a completed component of assessment for which a zero is included in the aggregation.

The weighting carried by the JH year should, however, be reduced in relation to the exam that was missed with good cause (weighted at 75% of one of the six JH courses).

Proportion of JH assessment 'completed' for the purposes of calculation of GPA =  $50 - [(0.75 \times 1/6) \times 50] = 43.8$

In other words, instead of representing 50% of the programme GPA, completed junior honours assessment now carries a weighting of 43.8%.

## 2. GPA from components of SH assessment completed by 15 March

All assessment components (NOT course results) should be aggregated using the appropriate course and component weighting.

Example 2 shows the following components completed by 15 March:

Course 1 - Essay (50%) C1 (14 grade points)

Course 2 - Seminar (30%) A5 (18)

Course 3 - Essay (30%) B3 (15)

Course 4 - Project (60%) A5 (18)

Course 5 - no assessment completed yet

Course 6 - no assessment completed yet

A second essay on Course 1 scheduled by 15 March was missed with good cause accepted.

All courses carry 20 credits. As the courses carry equal credit weighting, this is not shown here as being factored into the calculation:

SH assessment components contributing to the baseline GPA = (Essay Course 1 + Seminar Course 2 + Essay Course 3 + Project Course 4) /  
weighting of completed components  
=  $[(14 \times 0.5) + (18 \times 0.3) + (15 \times 0.3) + (18 \times 0.6)] / (0.5 + 0.3 + 0.3 + 0.6)$   
= 16.2941

Proportion of SH assessment represented by SH assessment components contributing to the baseline GPA  
=  $(0.5 + 0.3 + 0.3 + 0.6) / 6$   
= 0.283, or 28.3%

Baseline GPA aggregates **1.** and **2.**  
In this case JH : SH was weighted 50 : 50

The JH GPA is based on 43.8% of the total JH assessment ( $14.9 \times 0.438$ )  
The SH contribution to baseline GPA is based on only 28.3% of the total SH assessment. It is therefore weighted in the baseline calculation ( $16.2941 \times 0.283 \times 0.5$ )

Baseline GPA = JH GPA + proportion of SH GPA  
=  $(14.9 \times 0.438) + (16.2941 \times 0.283 \times 0.5) / [0.438 + (0.283 \times 0.5)]$   
=  $(6.5262 + 2.3056) / 0.5795$   
= 15.2403 rounded to **15.2**

### Final GPA

By 15 March the student had completed 53.8% of all honours assessment, i.e. less than 65% of the assessment required for the award, so in order to calculate final GPA, assessment results that are equal to or above the baseline GPA will be included. If this still leaves less than 65% completed, further assessment results, starting with the best must be included in the final GPA.

Components completed after 15 March:

Course 1 - none

Course 2 - Exam (70%) B2 (16 grade points) – *Include in final GPA*

Course 3 - Project (70%) B2 (16) – *Include in final GPA*

Course 4 - Exam (40%) C3 (12) – *Disregard as < 15.2*

Course 5 - Essay (60%) B1 (17) – *Include in final GPA*; Exam (40%) C1 (14) – *Disregard as < 15.2*

Course 6 - Dissertation (100%) C1 (14) – *Disregard as < 15.2*

The baseline GPA included the 28.3% of SH assessment that had been completed by 15 March. The three additional components to be included in the final GPA from the SH assessment completed after 15 March are weighted appropriately in the calculation:



Contribution of the additional components to be included in final GPA = (Course 2 exam B2 (70%)) + (Course 3 project B2 (70%)) + (Course 5 essay B1 (60%)) / weighting of additional included components

$$\begin{aligned} &= [(16 \times 0.7) + (16 \times 0.7) + (17 \times 0.6)] / (0.7 + 0.7 + 0.6) \\ &= 16.3 \end{aligned}$$

Proportion of SH assessment represented by the additional included components =  $(0.7 + 0.7 + 0.6) / 6$   
= 0.3333

This brings the total amount of assessment included in the GPA to  $53.8\% + (0.5 \times 33.3\%) = 70.5\%$ . This means that the minimum of 65% of taught course assessment is included and gives a final taught courses GPA.

Recalculating baseline GPA to arrive at final GPA as follows:

Final GPA = (JH GPA + proportion of SH GPA in baseline GPA + included proportion of SH assessment completed after 15 March) / total proportion of included honours assessment

$$\begin{aligned} &= (14.9 \times 0.438) + ((16.2941 \times 0.283 \times 0.5) + (16.3 \times 0.333 \times 0.5)) / [0.438 + (0.283 \times 0.5) + (0.333 \times 0.5)] \\ &= (6.5262 + 2.3056 + 2.714) / (0.438 + 0.142 + 0.167) \\ &= 11.5458 / 0.747 \\ &= 15.4562 \text{ rounded to } \mathbf{15.5} \end{aligned}$$

**Example 3: Senior Honours student, all senior honours courses equally weighted, weighting applied in the calculation of final degree classification: JH 50% SH 50%, some assessment components missing – less than 65% of assessment completed by 15 March.**

**After adding in component results after 15 March that are equal to or better than the baseline GPA there is still less than 65% of the assessment included.**

Junior honours assessment completed (120 credits: 6 x 20 credit courses) except two items not submitted: one essay worth 50% of the course assessment without good cause (CW) and one exam worth 75% of the course assessment with good cause accepted (MV). The JH GPA is 14.9.

All six senior honours courses are worth 20 credits. One essay from semester 1 missed through Good Cause (Course 1).

	Semester 1	Course grade	Semester 2 By 15 March 2020	Course grade	Component grade points to include in baseline GPA	Completed after 15 March, including April/May assessment diet
<b>Junior honours</b>					14.9 (but assessment incomplete)	
<b>Senior honours</b>						
Course 1 20 credits	Essay (50%) Good Cause; Essay (50%) C1	MV			14 (50% component)	
Course 2 20 credits	Seminar (30%) A5	NYA			18 (30% component)	Exam (70%) D2
Course 3 20 credits	Essay (30%) B3	NYA			15 (30% component)	Project (70%) B2
Course 4 20 credits			Project (60%) A5	NYA	18 (60% component)	Exam (40%) C2
Course 5 20 credits						Essay (50%) B1 Exam (50%) C2
Course 6 20 credits						Dissertation (100%) C1

NYA = not yet available

### Volume of assessment completed by 15 March 2020

		Amount of programme assessment complete (%)
<b>Junior honours (Six 20 credit courses)</b> 2 components missing: 50% essay (CW) 75% exam (MV)		39.6
<b>Senior honours</b>		
Course 1	Essay (50%)	4.2
Course 2	Seminar (30%)	2.5
Course 3	Essay (30%)	2.5
Course 4	Project (60%)	5.0
Course 5		
Course 6		
	<b>Total</b>	53.8

The two missing components of assessment reduce the proportion of programme assessment completed for junior honours from 50% to 39.6% (as a 50% weighted component and a 75% weighted component are missing respectively of 20 credit courses – each worth 8.3% of the programme – means that 10.4% of the programme assessment has not been completed in this year).

The assessment associated with each senior honours course represents 8.3% of the total honours assessment (20 credits for each course divided by 240 credits total). One essay has been missed through Good Cause.

In this case, by 15 March 2020, the student **has completed 53.8%** of the assessment associated with the whole honours programme.

### Baseline GPA

JH and SH are equally weighted in calculation of final degree classification.

The baseline GPA includes assessments taken in both years. The junior honours GPA is calculated by aggregating course grades, as usual. The SH contribution to baseline GPA, however, is calculated from assessment components only, and no reference should be made to rounded course grades. Baseline GPA requires two things to be aggregated:

## 1. GPA from JH

Example 3 gives a value of 14.9 that has been calculated by aggregating course results. (An unrounded value should be used, so this value might have more than one decimal place.)

Note for the purposes of calculating baseline GPA the 50% weighted essay (missed without good cause) is treated as a completed component of assessment for which a zero is included in the aggregation.

The weighting carried by the JH year should, however, be reduced in relation to the exam that was missed with good cause (weighted at 75% of one of the six JH courses).

Proportion of JH assessment 'completed' for the purposes of calculation of GPA =  $50 - [(0.75 \times 1/6) \times 50] = 43.8$

In other words, instead of representing 50% of the programme GPA, completed junior honours assessment now carries a weighting of 43.8%.

## 2. GPA from components of SH assessment completed by 15 March

All assessment components (NOT course results) should be aggregated using the appropriate course and component weighting.

Example 2 shows the following components completed by 15 March:

Course 1 - Essay (50%) C1 (14 grade points)

Course 2 - Seminar (30%) A5 (18)

Course 3 - Essay (30%) B3 (15)

Course 4 - Project (60%) A5 (18)

Course 5 - no assessment completed yet

Course 6 - no assessment completed yet

A second essay on Course 1 scheduled by 15 March was missed with good cause accepted.

All courses carry 20 credits. As the courses carry equal credit weighting, this does not need to be factored into the calculation:

SH assessment components contributing to the baseline GPA = (Essay Course 1 + Seminar Course 2 + Essay Course 3 + Project Course 4) /  
weighting of included components  
=  $[(14 \times 0.5) + (18 \times 0.3) + (15 \times 0.3) + (18 \times 0.6)] / (0.5 + 0.3 + 0.3 + 0.6)$   
= 16.2941

Proportion of SH assessment represented by SH assessment components contributing to the baseline GPA  
=  $(0.5 + 0.3 + 0.3 + 0.6) / 6$   
= 0.283, or 28.3%

Baseline GPA aggregates **1.** and **2.**  
In this case JH : SH was weighted 50 : 50

The JH GPA is based on 43.8% of the total JH assessment ( $14.9 \times 0.438$ )  
The SH contribution to baseline GPA is based on only 28.3% of the total SH assessment. It is therefore weighted in the baseline calculation ( $16.2941 \times 0.283 \times 0.5$ )

Baseline GPA = JH GPA + proportion of SH GPA  
=  $(14.9 \times 0.438) + (16.2941 \times 0.283 \times 0.5) / [0.438 + (0.283 \times 0.5)]$   
=  $(6.5262 + 2.3056) / 0.5795$   
= 15.2403 rounded to **15.2**

### Final GPA

By 15 March the student had completed 53.8% of all honours assessment, i.e. less than the 65% of assessment required for the award so in order to calculate final GPA, assessment results that are equal to or above the baseline GPA will be included. If this still leaves less than 65% completed, further assessment results, starting with the best must be included in the final GPA.

Components completed after 15 March:

Course 1 - none

Course 2 - Exam (70%) D2 (10 grade points)

Course 3 - Project (70%) B2 (16) – *Include in final GPA*

Course 4 - Exam (40%) C2 (13)

Course 5 - Essay (50%) B1 (17) – *Include in final GPA*; Exam (50%) C2 (13)

Course 6 - Dissertation (100%) C1 (14)

There are two components of assessment completed after 15 March where the result is equal to or greater than the baseline GPA, that is the Course 3 project (70% weighting), graded B2 (16) and the Course 5 essay (50% weighting), graded at B1 (17). These will be included in the final GPA weighted appropriately in the calculation:

Contribution of the additional components to be included in final GPA = (Course 3 project B2 (70%)) + (Course 5 essay B1 (50%)) / weighting of additional included components

$$\begin{aligned} &= [(16 \times 0.7) + (17 \times 0.5)] / (0.7 + 0.5) \\ &= 19.7 / 1.2 \\ &= 16.4167 \end{aligned}$$

Course 3 project and Course 5 essay represent  $(0.7 + 0.5) / 6 = 0.2$ , i.e. 20% of SH assessment.

Each course represents 8.3% of total honours assessment. Including the Course 3 project and the Course 5 essay, the total proportion of assessment included in the GPA is:

$$\begin{aligned} &= \text{Amount of assessment completed by 15 March} + \text{Course 3 project} + \text{Course 5 essay} \\ &= 53.8 + (0.7 \times 8.3) + (0.5 \times 8.3) \\ &= 63.8\% \end{aligned}$$

As there are no remaining completed components where the result is equal to or greater than baseline GPA, the next best results must be included until the 65% threshold has been met.

A minimum of 1.2% of the assessment must still be added (that is,  $65 - 63.8\%$ ).

Each course represents 8.3% of the total honours assessment. The smallest remaining component is Course 4 exam, weighted 40%. This would add  $(0.4 \times 8.3) = 3.3\%$  to the amount of assessment included in the GPA, bringing the total above the 65% threshold. Therefore adding to the final GPA any of the remaining results will mean that the 65% minimum level is achieved. As these results are all below the baseline GPA, their inclusion will act to reduce the final GPA. The 'best' result will not necessarily be the component for which the highest grade was achieved. In this case the dissertation received the next highest grade, C1, but it carries a 100% weighting. This will have a greater negative impact on the final GPA than a less heavily weighted component with only a slightly lower result. This is illustrated in the following:

Course 4 exam is weighted 40%, graded C2. This represents  $0.4 / 6 = 0.0667$ , i.e. 6.7% of SH assessment.

Course 6 dissertation is weighted 100%, graded C1. This represents  $1 / 6 = 0.1667$ , i.e. 16.7% of SH assessment.

Final GPA	= JH GPA	+ proportion of SH GPA in baseline	+ proportion of SH assessment completed after 15 March >= baseline	+ proportion of SH assessment completed after 15 March < baseline	/	Weighting of all included assessment
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Adding in Course 4 – Exam (40%) C2 (13)

= (14 .9 x 0.438)	+ (16.2941 x 0.283 x 0.5)	+ (16.4167 x 0.2 x 0.5)	+ (13 x 0.067 x 0.5)	/	0.438 + (0.283 x 0.5) + (0.2 x 0.5) + (0.067 x 0.5)
= 6.5262	+ 2.3056	+ 1.6417	+ 0.4355	/	0.713
= 10.909 / 0.713					
= 15.3001 rounded to 15.3					

Adding in Course 6 – Dissertation (100%) C1 (14) in place of Course 4 Exam

= (14 .9 x 0.438)	+ (16.2941 x 0.283 x 0.5)	+ (16.4167 x 0.2 x 0.5)	+ (14 x 0.167 x 0.5)	/	(0.438 + (0.283 x 0.5) + (0.2 x 0.5) + (0.167 x 0.5)
= 6.5262	+ 2.3056	+ 1.6417	+ 1.169	/	0.763
11.6425 / 0.763					
15.2588 rounded to 15.3					

The difference between the two final GPAs is very small (and in this case is eliminated by rounding) but including the smaller component (Course 4 exam) produces the higher value.

**Example 4: combined/joint honours: senior honours student, all senior honours courses equally weighted, one assessment component missing with good cause. Weighting applied in the calculation of final degree classification: Subject A: JH 40% SH 60%; weighting applied in Subject B JH 50% SH 50%. More than 65% of assessment already completed by 15 March.**

All junior honours assessment completed (120 credits)

Subject A: 60 credits with a GPA of 13.25 – weighted 40% of subject A for honours classification

Subject B: 60 credits with a GPA of 16.5 – weighted 50% of subject B for honours classification

All six senior honours courses are worth 20 credits.

	<b>Semester 1</b>	Course grade	<b>Semester 2</b> By 15 March 2020	Course grade	Grade points to include in baseline GPA	Completed after 15 March, including April/May assessment diet
<b>Junior honours</b>						
Subject A 13.25						
Subject B 16.5						
<b>Senior honours</b>						
Subject A						
Course 1	Essay (50%) B2 (16)	NYA				Exam (50%) C1 (14)
Course 2	Project (100%) B3 (15)	B3				
Course 3	Essay (50%) missed with good cause (MV)					Exam (50%) D3 (9)
Subject B						
Course 4			Essay (50%) C2 (13)			Essay (50%) B1 (17)
Course 5						Exam (100%) D1 (11)
Course 6						Dissertation (100%) C1 (14)



## Baseline GPA

A combined baseline GPA for subject A and subject B will comprise the following:

- Subject A junior honours GPA weighted at 40% for the subject
- Subject A senior honours assessment completed by 15 March, weighted at the appropriate proportion of 60% for the subject
- Subject B junior honours GPA weighted at 50% for the subject
- Subject B senior honours assessment completed by 15 March, weighted at the appropriate proportion of 50% for the subject.

Subject A junior honours GPA = 13.25 (60 credits) weighted at 40% of subject A

The contribution to baseline GPA will be GPA x proportion of subject A honours assessment x classification weighting  
= 13.25 x 0.5 x 0.4  
= 2.65

Subject A senior honours assessment completed by 15 March

All assessment components (NOT course results) should be aggregated using the appropriate course and component weighting.

Example 4 shows the following components completed by 15 March:

Course 1 - Essay (50%) B2 (16 grade points)

Course 2 - Project (100%) B3 (15)

Course 3 - none (Essay missed with good cause accepted)

All courses carry 20 credits. As the courses carry equal credit weighting, this is not shown here as factored into the calculation:

Subject A SH assessment components contributing to the baseline GPA = (Essay Course 1 + Project Course 2) / weighting of included components  
= [(16 x 0.5) + (15 x 1.0)] / (0.5 + 1.0)  
= 15.3333

The proportion of Subject A SH assessment (3 courses) completed by 15 March = 1.5 / 3  
= 0.5

The Subject A SH contribution to baseline GPA will be GPA x proportion of subject A honours assessment x classification weighting  
= 15.3333 x 0.5 x 0.5 x 0.6  
= 2.3

Subject B junior honours GPA = 16.5 (60 credits) weighted at 50% for subject B

The contribution to baseline GPA will be GPA x proportion of subject B honours assessment x classification weighting  
=  $16.5 \times 0.5 \times 0.5$   
= 4.125

Subject B senior honours assessment completed by 15 March

All assessment components (NOT course results) should be aggregated using the appropriate course and component weighting.

Example 4 shows the following components completed by 15 March:

Course 4 - Essay (50%) C2 (13)

Course 5 - no assessment completed yet

Course 6 - no assessment completed yet

All courses carry 20 credits. As the courses carry equal credit weighting, this is not shown here as factored into the calculation:

Subject B SH assessment component contributing to the baseline GPA = (Essay Course 4) / weighting of included component  
=  $(13 \times 0.5) / 0.5$   
= 13

The proportion of Subject B SH assessment (3 courses) completed by 15 March =  $0.5 / 3$   
= 0.1667, i.e. 16.7%

The Subject B SH contribution to baseline GPA will be GPA x proportion of subject B honours assessment x classification weighting  
=  $13 \times 0.5 \times 0.1667 \times 0.5$   
= 0.5418

Combined baseline GPA for subject A and subject B is therefore:

	GPA	Weighted proportion of honours assessment	Grade points for combined baseline GPA
Subject A junior honours GPA (weighted at 40% for the subject)	13.25	$0.5 \times 0.4 = 0.2$	2.65
Subject A senior honours assessment completed by 15 March (weighted at the appropriate proportion of 60% for the subject)	15.3333	$0.5 \times (0.5 \times 0.6) = 0.15$	2.3
Subject B junior honours GPA (weighted at 50% for the subject)	16.5	$0.5 \times 0.5 = 0.25$	4.125
Subject B senior honours assessment completed by 15 March (weighted at the appropriate proportion of 50% for the subject)	13	$0.5 \times (0.1667 \times 0.5) = 0.041675$	0.5418
Total		0.641675	9.6168
<b>Combined baseline GPA</b> = total grade points / weighted proportion of included honours assessment			
		9.6168	$/(0.5 \times 0.4) + (0.5 \times 0.5 \times 0.6) + (0.5 \times 0.5) + (0.1667 \times 0.5 \times 0.5)$
		14.987, rounded to 15.0	

### Final combined GPA

In order to calculate the final combined GPA, all components of assessment completed after 15 March where the result is equal to or greater than the combined baseline GPA should be included.

Components completed after 15 March:

Course 1 - Exam (50%) C1 (14 grade points) – *Disregard as <15.0*

Course 2 - None

Course 3 - Exam (50%) D3 (9) – *Disregard as <15.0*

Course 4 - Essay (50%) B1 (17) – *Include in final GPA*

Course 5 - Exam (100%) D1 (11) – *Disregard as <15.0*

Course 6 - Dissertation (100%) C1 (14) – *Disregard as <15.0*

There is only one additional component (from subject B) to be included in the final GPA from the SH assessment completed after 15 March. This needs to be weighted appropriately in the calculation:

$$\begin{aligned} \text{Contribution of the additional component to be included in final combined GPA} &= (\text{Course 4 Exam}) / \text{weighting of component} \\ &= 17 \times 0.5 / 0.5 \\ &= 17 \end{aligned}$$

$$\begin{aligned} \text{The proportion of Subject B SH assessment represented by the additional component} &= 0.5 / 3 \\ &= 0.1667 \end{aligned}$$

Recalculating combined baseline GPA to arrive at final GPA as follows (additional component of assessment shown in bold):

	GPA	Weighted proportion of honours assessment	Grade points
Subject A junior honours GPA (weighted at 40% for the subject)	13.25	$x 0.5 \times 0.4$	2.65
Subject A senior honours assessment completed by 15 March (weighted at the appropriate proportion of 60% for the subject)	15.3333	$x 0.5 \times (0.5 \times 0.6)$	2.3
Subject B junior honours GPA (weighted at 50% for the subject)	16.5	$0.5 \times 0.5$	4.125
Subject B senior honours assessment completed by 15 March (weighted at the appropriate proportion of 50% for the subject)	13	$0.5 \times (0.1667 \times 0.5)$	0.5418
<b>Additional assessment completed after 15 March: Course 4 Essay (Subject B)</b>	<b>17</b>	<b><math>0.5 \times (0.1667 \times 0.5)</math></b>	<b>0.7085</b>
		Total	10.3253
<b>Combined final GPA</b>	=	total grade points / weighted proportion of included honours assessment	
		$10.3253 / ((0.5 \times 0.4) + (0.5 \times 0.5 \times 0.6) + (0.5 \times 0.5) + (0.5 \times 0.1667 \times 0.5) + \mathbf{(0.5 \times 0.1667 \times 0.5)})$	
		15.1098, rounded to 15.1	

**Example 5: PGT programme, 120 credits of taught courses comprised of six 20 credit courses. More than 65% of assessment completed by 15 March.**

A PGT programme consisting of six 20 credit taught courses and a 60 credit independent work (project or dissertation). Proportion of completed assessment relates only to the amount of assessment completed across the taught courses. The independent work must also be submitted.

	<b>Semester 1</b>	Course grade	<b>Semester 2</b> By 15 March 2020	Course grade	Component grade points to include in baseline GPA	Completed after 15 March, including April/May assessment diet
<b>Taught courses</b>						
Course 1 20 credits	Essay (50%) B2; Essay (50%) C1	B3			16 (50% weighting) 14 (50% weighting)	
Course 2 20 credits	Seminar (40%) A5	NYA			18 (40% component)	Exam (60%) B2
Course 3 20 credits	Essay (30%) B3; Project (70%) D1	C3			15 (30% weighting) 11 (70% weighting)	
Course 4 20 credits			Project (70%) A5	NYA	18 (70% component)	Exam (30%) C3
Course 5 20 credits			Essay (60%) B3	NYA		Exam (40%) C1
Course 6 20 credits			Literature review (50%) C3 Essay (50%) B2	C1	12 (50% weighting) 16 (50% weighting)	

NYA = not yet available

### Volume of assessment completed by 15 March 2020

		Amount of taught course assessment complete across the programme (%)
Course 1	Essay (50%) Essay (50%)	16.7
Course 2	Seminar (40%)	6.7
Course 3	Essay (30%) Project (70%)	16.7
Course 4	Project (70%)	11.7
Course 5	Essay (60%)	10.0
Course 6	Literature review (50%) C3 Essay (50%) B2	16.7
	<b>Total</b>	<b>78.5</b>

The assessment associated with each taught course represents 16.7% of the total taught course assessment (20 credits for each course divided by 120 taught credits total). The weighting of each assessment within that 16.7% for each course can then be used to work out what has been completed of the programme assessment.

In this case, by 15 March 2020, the student has completed 78.5% of the assessment associated with the taught courses.

### Baseline taught courses GPA

#### PGT programme where all courses equally weighted

The baseline taught courses GPA is calculated from assessment components. No reference should be made to rounded course grades (e.g. where all assessment was completed in semester 1 and a final overall course grade is available).<sup>14</sup>

Student's baseline taught courses GPA is calculated aggregating components of assessment completed by 15 March. All assessment components should be aggregated using the appropriate component weighting.

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<sup>14</sup> Calculation of GPA with reference to assessment components only applies to assessment completed in session 2019-20. Where the programme includes courses taken in a previous academic session the GPA calculated from those courses should be calculated by aggregating overall course grades, as usual.

Example 5 shows the following components completed by 15 March:

Course 1 - Essay (50%) B2 (16 grade points)

Course 1 - Essay (50%) C1 (14)

Course 2 - Seminar (40%) A5 (18)

Course 3 - Essay (30%) B3 (15)

Course 3 - Project (70%) D1 (11)

Course 4 - Project (70%) A5 (18)

Course 5 - Essay (60%) B3 (15)

Course 6 - Literature review (50%) C3 (12)

Course 6 - Essay (50%) B2 (16)

All courses carry 20 credits. As the courses carry equal credit weighting, this is not shown here as being factored into the calculation:

$$\begin{aligned} \text{Baseline taught courses GPA} &= (\text{Essay Course 1} + \text{Essay Course 1} + \text{Seminar Course 2} + \text{Essay Course 3} + \text{Project Course 3} + \text{Project} \\ &\text{Course 4} + \text{Essay Course 5} + \text{Literature review Course 6} + \text{Essay course 6}) / \text{weighting of completed components} \\ &= [(16 \times 0.5) + (14 \times 0.5) + (18 \times 0.4) + (15 \times 0.3) + (11 \times 0.7) + (18 \times 0.7) + (15 \times 0.6) + (12 \times 0.5) + (16 \times 0.5)] / (0.5 + 0.5 + 0.4 + 0.3 + 0.7 + \\ &0.7 + 0.6 + 0.5 + 0.5) \\ &= 14.8936 = \mathbf{14.9} \text{ to 1 decimal place} \end{aligned}$$

### **Final taught courses GPA**

By 15 March the student had completed 78.5% of all taught course assessment, i.e. more than 65% of the taught assessment required for the award so in order to calculate final taught courses GPA, assessment results that are equal to or above the baseline GPA will be included, and any assessment results that are below the baseline GPA or are not taken will be disregarded.

Components completed after 15 March:

Course 1 - none

Course 2 - Exam (60%) B2 (16 grade points) – *Include in final GPA*

Course 3 - none

Course 4 - Exam (30%) C3 (12) – *Disregard as < 14.9*

Course 5 - Exam (40%) C1 (14) – *Disregard as < 14.9*

Course 6 - none

Recalculating Baseline GPA to arrive at final GPA as follows:

$$\begin{aligned}\text{Final taught courses GPA} &= (\text{Components included in baseline GPA} + \text{additional components included after 15 March}) / \text{total proportion of} \\ &\text{included assessment.} \\ &= [(16 \times 0.5) + (14 \times 0.5) + (18 \times 0.4) + (15 \times 0.3) + (11 \times 0.7) + (18 \times 0.7) + (15 \times 0.6) + (12 \times 0.5) + (16 \times 0.5) + (16 \times 0.6)] / (0.5 \\ &\quad + 0.5 + 0.4 + 0.3 + 0.7 + 0.7 + 0.6 + 0.5 + 0.5 + 0.6) \\ &= 15.0189 \text{ rounded to } \mathbf{15.0}\end{aligned}$$

### **Calculating eligibility for the award of merit and distinction**

Degree regulations include provisions determining eligibility for the award of merit and distinction. For degrees governed by the generic PGT programme regulations the relevant requirements are as follows:

9.2 A candidate will be eligible for the award of Merit on achieving at the first attempt:

- a) a grade point average of at least 15.0 in the 180 or more credits completed on the programme; and
- b) a grade point average of at least 14.0 in the taught courses; and
- c) a grade of at least C1 in the substantial independent work.

9.3 Where a candidate has satisfied the requirements set out at §9.2 (b) and (c), and their grade point average for the 180 or more credits completed on the programme at the first attempt falls within the range 14.1 to 14.9 the Board of Examiners shall have discretion to make the award with Merit.

9.4 A candidate will be eligible for the award of Distinction on achieving at the first attempt:

- a) a grade point average of at least 18.0 in the 180 or more credits completed on the programme; and
- b) a grade point average of at least 17.0 in the taught courses; and
- c) a grade of at least B1 in the substantial independent work.

9.5 Where a candidate has satisfied the requirements set out at §9.4 (b) and (c), and their grade point average for the 180 or more credits completed on the programme at the first attempt falls within the range 17.1 to 17.9 the Board of Examiners shall have discretion to make the award with Distinction.

Under the No Detriment policy, as described above, students may have satisfied the usual taught courses requirements for the degree even though not all components of assessment are completed or included in the final taught courses GPA (a minimum of 65% completion is required). Irrespective of the actual amount of taught courses assessment completed or included in the final taught courses GPA, the aggregation of taught courses GPA and independent work (dissertation/project) grade should follow the relative credit weighting reflected in the curriculum, i.e. where the curriculum comprises 120 taught credits and a substantial independent work of 60 credits, the combined GPA should be aggregated using a weighting of 120 : 60, or 66.6% to 33.3%. On a programme where the curriculum comprises 180 taught credits and a substantial independent work of 60 credits, the combined GPA should be aggregated using a weighting of 180 : 60, or 75% to 25%.



In Example 5, the curriculum comprises 120 taught credits and a 60 credit dissertation.

The final taught courses GPA is 15.0.

If the dissertation grade is B2, the overall combined GPA is calculated as follows:

$$\begin{aligned}\text{Combined GPA across the 180 credits of the curriculum} &= 0.666 \times \text{final taught courses GPA} + 0.333 \times \text{dissertation grade B2 (16)} \\ &= (0.666 \times 15.0) + (0.333 \times 16) \\ &= 15.318 \text{ rounded to } 15.3\end{aligned}$$

All the requirements of s 9.2 (a) – (c) are satisfied so the student is eligible for the award with merit.

**Example 6: PGT programme, 120 credits of taught courses comprised of five 20 credit courses and two 10 credit courses – less than 65% of assessment completed by 15 March. Two components of assessment not submitted.**

A PGT programme consisting of 120 credits of taught courses and a 60 credit independent work (project or dissertation). Proportion of completed assessment relates only to the amount of assessment completed across the taught courses. The independent work must also be submitted.

One essay was not submitted in semester 1 with Good Cause accepted; one essay was not submitted in semester 2 but without Good Cause.

	Semester 1	Course grade	Semester 2 By 15 March 2020	Course grade	Component grade points to include in baseline GPA	Completed after 15 March, including April/May assessment diet
<b>Taught courses</b>						
Course 1 20 credits	Essay (50%) MV; Essay (50%) C1	MV			14 (50% component)	
Course 2 20 credits	Seminar (40%) A5	NYA			18 (40% component)	Exam (60%) B2
Course 3 20 credits	Essay (30%) B3; Project (70%) D1	C3			15 (30% component) 11 (70% component)	
Course 4 20 credits			Project (70%) A5	NYA	18 (70% component)	Exam (30%) C3
Course 5 10 credits			Essay (60%) CW	NYA	0 (60% component)	Exam (40%) C1
Course 6 10 credits			Test (25%) C3	NYA	12 (25% component)	Exam (75%) D1
Course 7 20 credits			Literature review (50%) C3 Essay (50%) B2	C1	12 (50% weighting) 16 (50% weighting)	

NYA = not yet available CW = not submitted, no Good Cause

MV = not submitted with Good Cause

### Volume of assessment completed by 15 March 2020

	Completed components of assessment	Proportion of taught course assessment represented by the course (%)	Amount of taught course assessment complete across the programme (%)
Course 1 20 credits	Essay (50%)	16.7	$16.7 \times 0.5 = 8.4$
Course 2 20 credits	Seminar (40%)	16.7	$16.7 \times 0.4 = 6.7$
Course 3 20 credits	Essay (30%) Project (70%)	16.7	$16.7 \times 1.0 = 16.7$
Course 4 20 credits	Project (70%)	16.7	$16.7 \times 0.7 = 11.7$
Course 5 10 credits		8.3	0.0
Course 6 10 credits	Test (25%)	8.3	$8.3 \times 0.25 = 2.08$
Course 7 20 credits	Literature review (50%) C3 Essay (50%) B2	16.7	$16.7 \times 1.0 = 16.7$
		<b>Total</b>	62.3

In this case, by 15 March 2020, the student has completed 62.3% of the assessment.

### Baseline taught courses GPA

PGT programme where courses are not all equally weighted.

The baseline taught courses GPA is calculated from assessment components. No reference should be made to rounded course grades (e.g. where all assessment was completed in semester 1 and a final overall course grade is available).

Student's baseline taught courses GPA is calculated aggregating components of assessment completed by 15 March. All assessment components should be aggregated using the appropriate component weighting and course credit weighting.

Example 4 shows the following components completed by 15 March:

Course 1 (20 credit course) - Essay (50%) C1 (14 grade points)

Course 2 (20 credit course) - Seminar (40%) A5 (18)

Course 3 (20 credit course) - Essay (30%) B3 (15); Project (70%) D1 (11)

Course 4 (20 credit course) - Project (70%) A5 (18)

Course 5 (10 credit course) - Essay (60%) H (0)

Course 6 (10 credit courses) - Test (25%) C3 (12)

Course 7 (20 credit course) - Literature review (50%) C3 (12); Essay (50%) B2 (16)

The 60% weighted essay for Course 5 was not submitted, without good cause. The baseline GPA will include zero grade points (grade H) weighted appropriately.

Components contributing to the taught courses GPA baseline:

Course / component	Component result	Grade points	Weighting (Component x course credits)	Grade points
Course 1 Essay	C1	14	0.5 x 20	140
Course 2 Seminar	A5	18	0.4 x 20	144
Course 3 Essay	B3	15	0.3 x 20	90
Course 3 Project	D1	11	0.7 x 20	154
Course 4 Project	A5	18	0.7 x 20	252
Course 5 Essay	H	0	0.6 x 10	0
Course 6 Test	C3	12	0.25 x 10	30
Course 7 Literature review	C3	12	0.5 x 20	120
Course 7 Essay	B2	16	0.5 x 20	160
		<b>Totals</b>	<b>80.5</b>	<b>1090</b>

Baseline GPA = Grade points / weighted components  
 = 1090 / 80.5  
 = 13.5404 rounded to **13.5**

## Final taught courses GPA

By 15 March the student had completed 62.3% of all taught course assessment, i.e. less than the 65% of the assessment required for the award, so in order to calculate final taught courses GPA, assessment results that are equal to or above the baseline taught courses GPA will be included. If this still leaves less than 65% completed, further assessment results, starting with the best must be included in the final taught courses GPA.

Components completed after 15 March:

Course 1 (20 credit course) - none

Course 2 (20 credit course) - Exam (60%) B2 (16 grade points) – *Include in final GPA*

Course 3 (20 credit course) - none

Course 4 (20 credit course) - Exam (30%) C3 (12) – *Disregard as < 13.5*

Course 5 (10 credit course) - Exam (40%) C1 (14) – *Include in final GPA*

Course 6 (10 credit course) - Exam (75%) D1 (11) – *Disregard as < 13.5*

Course 7 (20 credit course) - none

Assessment components to be included in final taught courses GPA: Course 2 exam and Course 5 exam. This brings the total amount of assessment included in the GPA to  $62.3\% + (0.6 \times 16.7\%) + (0.4 \times 8.3\%) = 75.6\%$ . This means that the minimum of 65% of taught course assessment is included and gives a final taught courses GPA.

Recalculating taught courses baseline GPA to arrive at final GPA as follows:

Course / component	Component result	Grade points	Weighting (Component x course credits)	Grade points
Course 1 Essay	C1	14	0.5 x 20	140
Course 2 Seminar	A5	18	0.4 x 20	144
<b>Course 2 Exam</b>	<b>B2</b>	<b>16</b>	<b>0.6 x 20</b>	<b>192</b>
Course 3 Essay	B3	15	0.3 x 20	90
Course 3 Project	D1	11	0.7 x 20	154
Course 4 Project	A5	18	0.7 x 20	252
Course 5 Essay	H	0	0.6 x 10	0
<b>Course 5 Exam</b>	<b>C1</b>	<b>14</b>	<b>0.4 x 10</b>	<b>56</b>
Course 6 Test	C3	12	0.25 x 10	30
Course 7 Literature review	C3	12	0.5 x 20	120

Course 7 Essay	B2	16	0.5 x 20	160
		<b>Totals</b>	<b>96.5</b>	<b>1338</b>

Final taught courses GPA = Grade points / weighted components  
 = 1338 / 96.5  
 = 13.8653 rounded to **13.9**

### Calculating eligibility for the award of merit and distinction

As noted in Example 5 above, eligibility for merit and distinction is calculated with reference to a GPA that aggregates the taught courses GPA and the independent work (dissertation/project) grade, applying the relative credit weighting of the curriculum.

In Example 6, the curriculum comprises 120 taught credits and a 60 credit project, so the combined GPA will be calculated using a weighting of 120 : 60.

The final taught courses GPA is 13.9.

If the project grade is A5, the overall combined GPA is calculated as follows:

Combined GPA across the 180 credits of the curriculum = 0.666 x final taught courses GPA + 0.333 x project grade A5 (18)  
 = (0.666 x 13.9) + (0.333 x 18)  
 = 15.2514 rounded to 15.3

The combined GPA of 15.3 puts the student in the range of combined GPAs eligible for the award of merit. However, the taught courses GPA of 13.9 does not satisfy the minimum requirement for taught courses of 14.0 (see Example 5 above) so merit cannot be awarded.

**Example 7: Ordinary/designated degree final year student - year 3 curriculum consisting of three Level 3 20 credit courses and three Level 2 20 credit courses. Less than 65% of L3 assessment on 60 credits complete.**

Proportion of completed programme assessment takes into account the assessment completed in years 1 and 2. Students must complete at least 65% of the total assessment over the 360 credits included in the curriculum over three years of study. In addition they must meet requirements in relation to 65% of the assessment associated with 60 of the L3 credits.

	Semester 1	Course grade	Semester 2 By 15 March 2020	Course grade	Baseline programme GPA to include	L3 baseline GPA to include	Completed after 15 March, including April/May assessment diet
<b>Year 1</b>					10.75 (all assessment complete)		
<b>Year 2</b>					11.125 (all assessment complete)		
<b>Year 3</b>							
Course 1 (Level 3) 20 credits	Essay (50%) C1 Essay (50%) E1					14 (50% component) 8 (50% component)	
Course 2 (Level 2) 20 credits	Seminar (40%) C3	NYA				12 (40% component)	Exam (60%) Did not happen
Course 3 (Level 2) 20 credits	Essay (30%) B3; Project (70%) D1					15 (30% component) 11 (70% component)	
Course 4 (Level 2) 20 credits				NYA			Project (70%) C1; Exam (30%) Did not happen
Course 5 (Level 3) 20 credits			Essay (60%) D2	NYA		10 (60% component)	Exam (40%) D1
Course 6 (Level 3) 20 credits			Class test (30%) E1	NYA		8 (30% component)	Exam (70%) C1

NYA = not yet available

### Volume of assessment completed by 15 March 2020

In this case the student completed all assessment from years 1 and 2 (66.6% of the total assessment for the programme) so it is clear that they have already met the requirement for at least 65% of the programme assessment to be complete. (Where course grades have been returned for all year 1 and year 2 courses, this can be assumed.)

This degree's regulations also require students to achieve a GPA of at least 9.0 across 60 credits at Level 3. The volume of assessment completed by 15 March on the three Level 3 courses is as follows. Each of the three Level 3 courses carries 33.3% of the total assessment required to meet this regulation:

		Amount of L3 assessment complete across the 60 credits (%)	Amount of assessment complete across year 3 (required for baseline Programme GPA calculation) (%)
Course 1 (Level 3)	Essay (50%) Essay (50%)	33.3	16.67
Course 2 (level 2)	Seminar (40%)		6.67
Course 3 (level 2)	Essay (30%) Project (70%)		16.67
Course 5 (Level 3)	Essay (60%)	20.0	10
Course 6 (Level 3)	Class test (30%)	10.0	5
	<b>Total</b>	63.3	55

### GPA Calculations

There are two GPA values to be achieved for this award: A) the **Programme GPA** and B) the **GPA for 60 Level 3 Credits**.

#### A) Programme GPA

##### Baseline programme GPA

All three years of assessment (totalling 360 credits) contribute equally to the calculation of final grade point average (33.3% each).

The baseline GPA is based on assessments completed in years 1 and 2 and by 15 March in year 3. GPAs for years 1 and 2 are calculated by aggregating course grades. The GPA for year 3, however, is calculated from assessment components only, and no reference should be made to rounded course grades (e.g. for Course 1 where all assessment was completed in semester 1 and a final overall course grade is available).



Baseline programme GPA requires two things to be aggregated:

**1. GPA from assessment completed in years 1 and 2**

Example 7 gives a value of 10.75 and 11.125 for years 1 and 2 respectively. (Unrounded GPAs should be used.)

**2. GPA from components of all year 3 assessment completed by 15 March (Levels 2 and 3)**

All assessment components (NOT course results) should be aggregated using the appropriate course and component weighting.

Example 7 shows the following components completed by 15 March:

Course 1 - Essay (50%) C1 (14 grade points)

Course 1 - Essay (50%) E1 (8)

Course 2 - Seminar (40%) C3 (12)

Course 3 - Essay (30%) B3 (15)

Course 3 - Project (70%) D1 (11)

Course 4 - no assessment completed yet

Course 5 - Essay (60%) D2 (10)

Course 6 - Class test (30%) E1 (8)

All courses carry 20 credits. As the courses carry equal credit weighting, this is not shown here as factored into the calculation:

Year 3 assessment components contributing to programme baseline GPA = (Essay Course 1 + Essay Course 1 + Seminar Course 2 + Essay Course 3 + Project Course 3 + Essay Course 5 + Class test Course 6) / weighting of completed components

$$\begin{aligned} &= [(14 \times 0.5) + (8 \times 0.5) + (12 \times 0.4) + (15 \times 0.3) + (11 \times 0.7) + (10 \times 0.6) + (8 \times 0.3)] / (0.5 + 0.5 + 0.4 + 0.3 + 0.7 + 0.6 + 0.3) \\ &= 36.4 / 3.3 \\ &= 11.0303 \text{ rounded to } 11.0 \end{aligned}$$

The year 3 GPA is based on 55% of the year's assessment which is complete by 15 March.

Baseline programme GPA aggregates **1.** and **2.**

Baseline programme GPA = (Year 1 GPA + Year 2 GPA + completed proportion of Year 3 GPA) / proportion of programme assessment completed

$$\begin{aligned} &= (10.75 \times 0.333) + (11.125 \times 0.333) + (11.0303 \times 0.55 \times 0.333) / [0.333 + 0.333 + (0.55 \times 0.333)] \\ &= 9.3046 / 0.8492 \\ &= 10.9569 \text{ rounded to } \mathbf{11.0} \end{aligned}$$

## Final Programme GPA

By 15 March the student had completed more than 65% of all programme assessment, so in order to calculate final programme GPA, assessment results from after 15 March that are equal to or above the baseline programme GPA will be included, and any assessment results that are below the baseline or are not taken will be disregarded.

Components completed after 15 March:

Course 1 - none

Course 2 - none

Course 3 - none

Course 4 - Project (70%) C1 (14 grade points) – *Include in final GPA*

Course 5 - Exam (40%) D1 (11) – *Include in final GPA*

Course 6 - Exam (70%) C1 (14) – *Include in final GPA*

All assessment components completed after 15 March will be included in final GPA as all results are either equal to or greater than the baseline.

Additional components to be included in final programme GPA = [Course 4 Project (70%) + Course 5 Exam (40%) + Course 6 Exam (70%)] / weighting of additional components

$$\begin{aligned} &= [(14 \times 0.7) + (11 \times 0.4) + (14 \times 0.7)] / (0.7 + 0.4 + 0.7) \\ &= 24 / 1.8 \\ &= 13.3333 \end{aligned}$$

Proportion of Year 3 assessment represented by the additional components (from the 6 Year 3 courses)

$$\begin{aligned} &= (0.7 + 0.4 + 0.7) / 6 \\ &= 0.3 \end{aligned}$$

Recalculating Baseline programme GPA to arrive at final programme GPA as follows:

Final programme GPA = (Year 1 GPA + Year 2 GPA + proportion of Year 3 GPA in baseline + proportion of Year 3 GPA after 15 March) / proportion of programme assessment included

$$\begin{aligned} &= (10.75 \times 0.333) + (11.125 \times 0.333) + (11.0303 \times 0.55 \times 0.333) + (13.3333 \times 0.3 \times 0.333) / [0.333 + 0.333 + (0.55 \times 0.333) + (0.3 \times 0.333)] \\ &= 10.6366 / 0.9491 \\ &= 11.207 \text{ rounded to } \mathbf{11.2} \end{aligned}$$

## B) Level 3 GPA on 60 credits

The requirements for the degree include that a GPA of at least 9.0 should be achieved across 60 credits at Level 3. In this case the student's curriculum has only 60 credits at L3 from three courses, so all of these results must be used for this calculation. By the time of the final exam board it may be obvious that this requirement has been met (e.g. if all assessment on the three courses has been completed and the GPA is at least 9.0). As this GPA does not determine the award of classification Schools may wish to be pragmatic about whether the actual GPA is calculated in every case. The steps to be followed where a calculation is necessary are set out below.

### Baseline Level 3 GPA

To calculate the GPA on the L3 credits a baseline GPA should be calculated using components of assessment completed by 15 March:

Components completed by 15 March:

Course 1 - Essay (50%) C1 (14 grade points); Essay (50%) E1 (8)

Course 5 - Essay (60%) D2 (10)

Course 6 - Class test (30%) E1 (8)

As all Level 3 courses carry 20 credits, this is not shown here as factored into the calculation.

Baseline L3 GPA = (Grade points x completed component weightings) / weighting of completed components

$$= [(14 \times 0.5) + (8 \times 0.5) + (10 \times 0.6) + (8 \times 0.3)] / (0.5 + 0.5 + 0.6 + 0.3)$$

$$= 19.4 / 1.9$$

$$= 10.2105 \text{ rounded to } \mathbf{10.2}$$

### Final Level 3 GPA

The proportion of L3 assessment (3 courses) completed by 15 March = (weighting of assessments) / 3

$$= (0.5 + 0.5 + 0.6 + 0.3) / 3$$

$$= 63.4$$

The student has not yet completed 65% of the L3 assessment so in order to calculate final GPA, assessment results that are equal to or above the baseline L3 GPA (10.2) will be included. If this still leaves less than 65% completed, further assessment results, starting with the best must be included in the final GPA. [In cases where 65% of the L3 assessment has been completed by 15 March, and where the baseline GPA is at least 9.0, no further calculation is needed.]

Components completed after 15 March:

Course 1 - none

Course 5 - Exam (40%) D1 (11 grade points) – *Include in final GPA*

Course 6 - Exam (70%) C1 (14) – *Include in final GPA*

Adding in the Course 5 exam and the Course 6 exam represents an additional  $(0.4 + 0.7) / 3 = 0.0367$ , i.e. 36.7% of the assessment for the selected Level 3 courses. The total L3 assessment completed has therefore reached the 65% minimum level. (In this case 100% of the assessment from the three selected L3 courses is included.)

Recalculating baseline GPA to arrive at Final Level 3 GPA = (Components included in baseline GPA + additional components completed after 15 March) / proportion of assessment included.

$$\begin{aligned} &= [(14 \times 0.5) + (8 \times 0.5) + (10 \times 0.6) + (8 \times 0.3) + \mathbf{(11 \times 0.4)} + \mathbf{(14 \times 0.7)}] / (0.5 + 0.5 + 0.6 + 0.3 + \mathbf{0.4} + \mathbf{0.7}) \\ &= 33.6 / 3 \\ &= \mathbf{11.2} \end{aligned}$$

**Example 8: Ordinary/designated degree final year student - Year 3 curriculum consisting of six Level 3 20 credit courses. Less than 65% of the assessment completed by 15 March on 60 credits of Level 3 courses.**

Proportion of completed programme assessment takes into account the assessment completed in years 1 and 2. Students must complete at least 65% of the total assessment over the 360 credits included in the curriculum over three years of study. In addition they must meet requirements in relation to 65% of the assessment associated with 60 of the L3 credits.

	<b>Semester 1</b>	Course grade	<b>Semester 2</b> By 15 March 2020	Course grade	Baseline programme GPA to include	Include in L3 baseline GPA (if the course is selected as one of the three required for the 60 credit GPA)	Completed after 15 March, including April/May assessment diet
<b>Year 1</b>					10.75 (all assessment complete)		
<b>Year 2</b>					11.125 (all assessment complete)		
<b>Year 3</b>							
Course 1 (Level 3) 20 credits	Essay (50%) C1				14 (50% component)	14 (50% component)	Essay (50%) E1
Course 2 (Level 3) 20 credits	Seminar (40%) C3	NYA			12 (40% component)	12 (40% component)	Exam (60%) B3
Course 3 (Level 3) 20 credits	Project (70%) D1				11 (70% component)	11 (70% component)	Essay (30%) B3;
Course 4 (Level 3) 20 credits							Project (70%) C1; Exam (30%) D2
Course 5 (Level 3) 20 credits			Essay (60%) D2		10 (60% component)	10 (60% component)	Exam (40%) D1
Course 6 (Level 3) 20 credits			Class test (30%) E1		8 (30% component)	8 (30% component)	Exam (70%) C1

### Volume of assessment completed by 15 March 2020

In this case the student completed all assessment from years 1 and 2 (66.6% of the total assessment for the programme) so it is clear that they have already met the requirement for at least 65% of the programme assessment to be complete. (Where course grades have been returned for all year 1 and year 2 courses, this can be assumed.)

This degree's regulations also require students to complete at least 65% of assessment across 60 credits at Level 3, and to achieve a GPA of at least 9.0 across 60 credits at this level. As shown in the table below, taking the three L3 courses (60 credits) with the most complete proportion of the assessment, the best completion rate is 60% which is under the required 65%.

	Components completed	Amount of L3 assessment, across most complete 60 credits of courses (%)	Amount of assessment complete across year 3 (required for baseline Programme GPA calculation) (%)
Course 1	Essay (50%)	16.65	8.3
Course 2	Seminar (40%)		6.65
Course 3	Project (70%)	23.33	11.7
Course 4	none		
Course 5	Essay (60%)	20.0	10
Course 6	Class test (30%)		5
	<b>Total</b>	60	41.65

### GPA Calculations

There are two GPA values to be achieved for this award: A) the **Programme GPA** and B) the **GPA for 60 Level 3 Credits**.

#### A) Programme GPA

All three years of assessment (totalling 360 credits) contribute equally to the calculation of final grade point average (33.3% each).

The baseline GPA is based on assessments completed in years 1 and 2 and by 15 March in year 3. GPAs for years 1 and 2 are calculated by aggregating course grades. The GPA for year 3, however, is calculated from assessment components only, and no reference should be made to rounded course grades.

Baseline GPA requires two things to be aggregated:

#### 1. GPA from assessment completed in years 1 and 2

Example 8 gives a value of 10.75 and 11.125 for years 1 and 2 respectively. (Unrounded GPAs should be used.)

## 2. GPA from components of year 3 assessment completed by 15 March

All assessment components (NOT course results) should be aggregated using the appropriate course and component weighting.

Example 6 shows the following components completed by 15 March:

Course 1 - Essay (50%) C1 (14 grade points)

Course 2 - Seminar (40%) C3 (12)

Course 3 - Project (70%) D1 (11)

Course 4 - none

Course 5 - Essay (60%) D2 (10)

Course 6 - Class test (30%) E1 (8)

All courses carry 20 credits. As the courses carry equal credit weighting, this is not shown here as being factored into the calculation:

$$\begin{aligned}\text{Year 3 assessment components contributing to programme baseline GPA} &= \text{weighted component results} / \text{component weightings} \\ &= [(14 \times 0.5) + (12 \times 0.4) + (11 \times 0.7) + (10 \times 0.6) + (8 \times 0.3)] / (0.5 + 0.4 + 0.7 + 0.6 + 0.3) \\ &= 27.9 / 2.5 \\ &= 11.16\end{aligned}$$

$$\begin{aligned}\text{Proportion of year 3 assessment complete by 15 March} &= \text{weighting of components} / \text{all assessment for the 6 year 3 courses} \\ &= (0.5 + 0.4 + 0.7 + 0.6 + 0.3) / 6 \\ &= 0.42, \text{ i.e. } 42\% \text{ of the year's assessment is complete.}\end{aligned}$$

Baseline programme GPA aggregates **1.** and **2.**, each year carrying a 33.3% weighting

$$\begin{aligned}\text{Baseline programme GPA} &= (\text{Year 1 GPA} + \text{Year 2 GPA} + \text{completed proportion of Year 3 GPA}) / \text{proportion of programme assessment completed} \\ &= (10.75 \times 0.333) + (11.125 \times 0.333) + (11.16 \times 0.42 \times 0.333) / [0.333 + 0.333 + (0.42 \times 0.333)] \\ &= 8.8452 / 0.8059 \\ &= 10.9756 \text{ rounded to } \mathbf{11.0}\end{aligned}$$

## Final Programme GPA

By 15 March the student had completed more than 65% of all programme assessment, so in order to calculate final GPA, assessment results after 15 March that are equal to or above the baseline GPA will be included, and any assessment results that are below the baseline or are not taken will be disregarded.

Components completed after 15 March:

Course 1 - Essay (50%) E1 (8 grade points) – *Disregard as <11.0*

Course 2 - Exam (60%) B3 (15) – *Include in final GPA*

Course 3 - Essay (30%) B3 (15) – *Include in final GPA*

Course 4 - Project (70%) C1 (14) – *Include in final GPA;*

Course 4 - Exam (30%) D2 (10) – *Disregard as <11.0*

Course 5 - Exam (40%) D1 (11) – *Include in final GPA*

Course 6 - Exam (70%) C1 (14) – *Include in final GPA*

Additional components to be included in final GPA = [Course 2 Exam (60%) + Course 3 Essay (30%) + Course 4 Project (70%) + Course 5 Exam (40%) + Course 6 Exam (70%)] / weighting of additional included components

$$\begin{aligned} &= [(15 \times 0.6) + (15 \times 0.3) + (14 \times 0.7) + (11 \times 0.4) + (14 \times 0.7)] / (0.6 + 0.3 + 0.7 + 0.4 + 0.7) \\ &= 37.5 / 2.7 \\ &= 13.8889 \end{aligned}$$

Proportion of Year 3 assessment represented by the additional included components (from the 6 Year 3 courses)

$$\begin{aligned} &= (0.6 + 0.3 + 0.7 + 0.4 + 0.7) / 6 \\ &= 0.45 \end{aligned}$$

Recalculating programme baseline GPA to arrive at final GPA as follows:

Final programme GPA = (Year 1 GPA + Year 2 GPA + proportion of Year 3 GPA in baseline + proportion of Year 3 GPA after 15 March) / proportion of programme assessment included

$$\begin{aligned} &= (10.75 \times 0.333) + (11.125 \times 0.333) + (11.16 \times 0.42 \times 0.333) + (13.8889 \times 0.45 \times 0.333) / [0.333 + 0.333 + (0.42 \times 0.333) + (0.45 \times 0.333)] \\ &= 10.9264 / 0.9557 \\ &= 11.4328 \text{ rounded to } \mathbf{11.4} \end{aligned}$$



## B) Level 3 GPA on 60 Credits

The requirements for the degree include that a GPA of at least 9.0 should be achieved across 60 credits at Level 3. In this case the student's curriculum includes 120 L3 credits in Year 3 so 60 credits must be selected. By the time of the final exam board it may be obvious that this requirement has been met (e.g. if there are 60 credits where all assessment has been completed and the average GPA is at least 9.0). As this GPA does not determine the award of classification Schools may wish to be pragmatic about whether the actual GPA is calculated in every case. The steps to be followed where a calculation is necessary are set out below.

### Baseline Level 3 GPA

The baseline Level 3 GPA is calculated from assessment components from three courses selected to provide the 60 credits. No reference should be made to rounded course grades even when the assessment for these courses was complete in semester 1.

The baseline Level 3 GPA is calculated aggregating Level 3 components of assessment completed by 15 March using the appropriate component weightings. These assessments should come from selected courses that together total 60 credits.

For illustrative purposes, courses 1, 3 and 6 are selected from Example 8. The following Level 3 components are completed by 15 March:

Course 1 – Essay (50%) C1 (14 grade points)

Course 3 – Project (70%) D1 (11)

Course 6 – Class test (30%) E1 (8)

All courses carry 20 credits. As the courses carry equal credit weighting, this is not shown as being factored into the calculation:

$$\begin{aligned}\text{Level 3 baseline GPA} &= [(14 \times 0.5) + (11 \times 0.7) + (8 \times 0.3)] / (0.5 + 0.7 + 0.3) \\ &= 17.1 / 1.5 \\ &= 11.4\end{aligned}$$

Proportion of Level 3 assessment complete at 15 March is the sum of the completed weighted components / total assessment available for the three courses =  $(0.5 + 0.7 + 0.3) / 3$   
= 0.5 which is 50%.

The student has achieved a baseline GPA of  $\geq 9.0$  but this is based on completion of only 50% of the assessment on the 60 Level 3 credits. Further assessment is needed to meet the 65% assessment completion requirement.

Results from assessments completed in the selected courses after 15 March that are equal to or above the baseline GPA will be included in the final GPA. If this still leaves less than 65% completed, further assessment results, starting with the best must be included in the final GPA.

Components completed after 15 March:

Course 1 - Essay (50%) E1 (8 grade points) – *Disregard as <11.4*

Course 3 - Essay (30%) B3 (15) – *Include in final GPA*

Course 6 - Exam (70%) C1 (14) – *Include in final GPA*

Additional assessment components to be included in final L3 GPA are Course 3 Essay and Course 6 Exam

The volume of completed L3 credits assessment included in final GPA = proportion of assessment included in baseline + proportion from additional included components

$$= [0.50 + [(0.3 + 0.7) / 3]]$$
$$= 0.833$$

83% of L3 assessment will now be included in the GPA.

### **Final Level 3 GPA**

Recalculating baseline GPA to arrive at final Level 3 GPA as follows:

Final Level 3 GPA = Components included in baseline GPA + additional components completed after 15 March

$$[(14 \times 0.5) + (11 \times 0.7) + (8 \times 0.3) + (15 \times 0.3) + (14 \times 0.7)] / (0.5 + 0.7 + 0.3 + 0.3 + 0.7)$$
$$= 31.4 / 2.5$$

$$= 12.56 \text{ rounded to } \mathbf{12.6}$$

The student has achieved a GPA of  $\geq 9.0$  and has completed more than 65% of the assessment for the selected 60 Level 3 credits.

**Example 9: Example showing the application of a penalty applied under the Code of Student Conduct for academic misconduct.**

A student studying a PGT programme takes six 20 credit courses and a 60 credit dissertation. The student receives a grade H as a penalty for an online exam that represents 75% of a 20 credit course and was taken on 1 May 2020.

The grade H (0) must be included in the student's final GPA.

The student's full profile of grades is:

	<b>Semester 1</b>	Course grade	<b>Semester 2</b> By 15 March	Component grade points to include in baseline GPA	Completed after 15 March, including April/May assessment diet
Course 1	Essay C2 (50%), Essay D1 (50%)	C3		13 (50% weighting) 11 (50% weighting)	
Course 2	Essay C3 (50%), Test D2 (50%)	D1		12 (50% weighting) 10 (50% weighting)	
Course 3	Essay B3 (50%), Exam B3 (50%)	B3		15 (50% weighting) 15 (50% weighting)	
Course 4					Exam B2 (50%) Essay B3 (50%)
Course 5					Exam C2 (50%) Essay – missed assessment
Course 6					Test D2 (25%) Exam H (75%) Conduct Penalty

If the student conduct penalty had been applied in relation to assessment completed by 15 March, the penalty will be reflected in the baseline GPA as all completed components must be included in that GPA calculation.

In this case the penalty is applied to assessment completed after 15 March. Under the No Detriment policy the general position is that assessment components completed after 15 March can be disregarded if they are at a level below the baseline GPA. However, where a penalty for academic misconduct is imposed on any such component, that component must be incorporated in calculation of the final GPA.

In the example, the baseline taught courses GPA is: (Essay Course 1 + Essay Course 1 + Essay Course 2 + Test Course 2 + Essay Course 3 + Exam Course 3) / weighting of completed components

$$\begin{aligned}
&= (C2 \times 50\%) + (D1 \times 50\%) + (C3 \times 50\%) + (D2 \times 50\%) + (B3 \times 50\%) + (B3 \times 50\%) / \text{weighting of completed components} \\
&= (13 \times 0.5) + (11 \times 0.5) + (12 \times 0.5) + (10 \times 0.5) + (15 \times 0.5) + (15 \times 0.5) / (0.5 + 0.5 + 0.5 + 0.5 + 0.5 + 0.5) \\
&= 38/3 \\
&= 12.6667 \text{ rounded to } 12.7
\end{aligned}$$

Components completed after 15 March:

Course 1 - none

Course 2 - none

Course 3 - none

Course 4 - Exam (50%) B2 (16) – *Include in final GPA*

Course 4 - Exam (50%) B3 (15) – *Include in final GPA*

Course 5 - Essay (50%) C2 (13) – *Include in final GPA*

Course 5 - Essay missed – *Disregard as < 12.7*

Course 6 - Test (25%) D2 (10) – *Disregard as < 12.7*

Course 6 - Exam (75%) H (0) – *Include in final GPA as includes Conduct Penalty*

To calculate the final GPA, all components completed after 15 March where the result is equal to or above baseline GPA will be included. In addition, the component subject to the conduct penalty must also be included

$$\begin{aligned}
\text{Final taught courses GPA} &= (13 \times 0.5) + (11 \times 0.5) + (12 \times 0.5) + (10 \times 0.5) + (15 \times 0.5) + (15 \times 0.5) + \mathbf{(16 \times 0.5) + (15 \times 0.5) + (13 \times 0.5) + (0 \times 0.75)} \\
&= 60.0 / 5.25 \\
&= 11.4286 \text{ rounded to } 11.4
\end{aligned}$$

In this case the conduct penalty reduces the GPA to below the threshold value of 12.0 which is required for progression to the dissertation/project stage of the masters programme.

**Example 10: PGT programme, 120 credits of taught courses comprised of six 20 credit courses. More than 65% of assessment completed by 15 March. Student completes reassessment: assessment originally taken by 15 March and assessment originally taken after 15 March. Example illustrates application of capping of grade points under No Detriment.**

A PGT programme consisting of six 20 credit taught courses and a 60 credit independent work (project or dissertation). Proportion of completed assessment relates only to the amount of assessment completed across the taught courses. The independent work must also be submitted.

	<b>Semester 1</b>	Course grade	<b>Semester 2</b> By 15 March 2020	Course grade	Component grade points to include in baseline GPA	Completed after 15 March, including April/May assessment diet	Course grade
<b>Taught courses</b>							
Course 1 20 credits	Essay (50%) C3; Essay (50%) E3	D3			12 (50% weighting) 6 (50% weighting)		
Course 2 20 credits	Essay (50%) B3 Exam (50%) C2	C1			15 (50% component) 13 (50% component)		
Course 3 20 credits	Seminar (50%) C3; Exam (50%) C1	C2			12 (50% weighting) 14 (50% weighting)		
Course 4 20 credits			Essay (50%) C1 Essay (50%) E1	D1	14 (50% component) 8 (50% component)		
Course 5 20 credits			Test (50%) E2	NYA	7 (50% component)	Exam (50%) D3	E1 (CA)
Course 6 20 credits						Essay (50%) C3 Exam (50%) D2	D1

NYA = not yet available

## Baseline taught courses GPA

### PGT programme where all courses equally weighted

The baseline taught courses GPA is calculated from assessment components. No reference should be made to rounded course grades (e.g. where all assessment was completed in semester 1 and a final overall course grade is available).

Student's baseline taught courses GPA is calculated aggregating components of assessment completed by 15 March. All assessment components should be aggregated using the appropriate component weighting.

Example 10 shows the following components completed by 15 March:

Course 1 - Essay (50%) C3 (12 grade points)

Course 1 - Essay (50%) E3 (6)

Course 2 - Essay (50%) B3 (15)

Course 2 – Exam (50%) C2 (13)

Course 3 - Seminar (50%) C3 (12)

Course 3 – Exam (50%) C1 (14)

Course 4 - Essay (50%) C1 (14)

Course 4 – Essay (50%) E1 (8)

Course 5 - Test (50%) E2 (7)

Course 6 – None yet taken

All courses carry 20 credits. As the courses carry equal credit weighting, this is not shown here as being factored into the calculation:

Baseline taught courses GPA = (Essay Course 1 + Essay Course 1 + Essay Course 2 + Exam Course 2 + Seminar Course 3 + Exam Course 3 + Essay Course 4 + Essay Course 4 + Test Course 5 / weighting of completed components

= [(12 x 0.5) + (6 x 0.5) + (15 x 0.5) + (13 x 0.5) + (12 x 0.5) + (14 x 0.5) + (14 x 0.5) + (8 x 0.5) + (7 x 0.5)] / (0.5 + 0.5 + 0.5 + 0.5 + 0.5 + 0.5 + 0.5 + 0.5 + 0.5)

= 11.2222 = **11.2** to 1 decimal place

### Taught courses GPA at the June exam board

By 15 March the student had completed more than 65% of the taught assessment required for the award so in order to calculate final taught courses GPA, assessment results that are equal to or above the baseline GPA will be included, and any assessment results that are below the baseline GPA or are not taken will be disregarded.

Components completed after 15 March:

Course 1 - none

Course 2 - none

Course 3 - none

Course 4 - none

Course 5 - Exam (50%) D3 (9) – *Disregard as < 11.2*

Course 6 – Essay (50%) C3 (12) - *Include in final GPA*

Course 6 – Exam (50%) D2 (10) – *Disregard as < 11.2*

Recalculating Baseline GPA to arrive at final GPA as follows:

Taught courses GPA = (Components included in baseline GPA + additional component included after 15 March) / total proportion of included assessment.

= [(12 x 0.5) + (6 x 0.5) + (15 x 0.5) + (13 x 0.5) + (12 x 0.5) + (14 x 0.5) + (14 x 0.5) + (8 x 0.5) + (7 x 0.5) + (12 x 0.5)] / (0.5 + 0.5 + 0.5 + 0.5 + 0.5 + 0.5 + 0.5 + 0.5 + 0.5 + 0.5 + 0.5)

= 11.3

### Recalculating GPA following reassessment

The GPA is below 12.0 which is the taught courses threshold for eligibility for the masters degree. The student is eligible for reassessment as follows:

- In any course where the overall course grade is below C3 where all assessment was completed by 15 March (Courses 1 and 4)
- In any course where the overall course grade is below C3 where some assessment was completed by 15 March and some completed after 15 March. (Course 5)
- For any components of assessment taken after 15 March irrespective of the original grade (Courses 5 and 6).

### PGT - Capping of grade points

Normally assessment that is undertaken as a second diet is subject to capping. The course grade reported on a student's record is not capped, while the grade points are capped at the level of the 'threshold grade'. On most PGT programmes the threshold grade is C3 thus the grade points are capped at 12. For the period affected by the Covid-19 pandemic **capping of grade points on PGT programmes should be applied to individual components**. This is because outcomes are being calculated in relation to component grades rather than overall course grades (some component grades will be missing or disregarded).

Advice is available for students on considering how much reassessment to attempt (see [FAQ](#)). In many cases it will not be in a student's best interests to undertake all reassessment for which they are eligible. The following scenario is given for purposes of illustration only.

**Course 1 Essay** (see highlighting in calculation below): graded E3 at first attempt; reassessment graded at C1.

The essay was initially submitted by 15 March. Normally, as this is a second attempt, the grade points associated with the overall course grade would be capped at 12. Under the no detriment policy capping is applied at the component level and the C1 can contribute only 12 grade points to the recalculated GPA. This should be included in the GPA in place of the E3.

**Course 4 Essay:** graded E1 at first attempt; reassessment graded D2.

The essay was initially submitted by 15 March. Normally, as the reassessment is a second attempt, the grade points associated with the overall course grade would be capped at 12. Under the no detriment policy capping would be applied at the component level. However, the D2 can contribute the full 10 grade points as 10 is below the capping level of 12. Although 10 is below the baseline GPA of 10.8 it should be included in the recalculated GPA in place of the first diet E1 (because a grade for the essay must be included in the GPA as the assessment was first scheduled by 15 March, i.e. it cannot be set aside under no detriment).

**Course 5 Exam** graded D3 at first attempt; reassessment graded C1.

The exam was initially taken after 15 March. Under the no detriment policy the reassessment is therefore treated as a first diet. The C1 can now contribute 14 grade points to the recalculated GPA as capping does not apply. The initial D3 had been disregarded as it was below the baseline GPA, so the reassessed C1 (14, which is above the baseline GPA) represents an additional grade to be included in the GPA.

**Course 6 Essay** graded C3 at first attempt; reassessment graded E1.

The essay was initially submitted after 15 March. Under the no detriment policy, the reassessment is therefore treated as a first diet. However, the reassessed grade is worse than the first attempt. The grade points from the first attempt had been included in the taught courses GPA because these were higher than the baseline GPA. Therefore the grade points from the first attempt stay in the GPA.

**Course 6 Exam** graded D2 at first attempt; reassessment graded D2.

The exam was initially taken after 15 March. Under the no detriment policy the reassessment is therefore treated as a first diet. The reassessment result is no better than the first. The first result had not been included in the taught courses GPA as it was lower than the baseline GPA. The second result is also below the baseline so is again disregarded.

#### **Reassessed taught courses GPA:**

$$= [(12 \times 0.5) + (6 \times 0.5) + (12 \times 0.5) + (15 \times 0.5) + (13 \times 0.5) + (12 \times 0.5) + (14 \times 0.5) + (14 \times 0.5) + (8 \times 0.5) + (10 \times 0.5) + (7 \times 0.5) + (14 \times 0.5) + (12 \times 0.5)] / (0.5 + 0.5 + 0.5 + 0.5 + 0.5 + 0.5 + 0.5 + 0.5 + 0.5 + 0.5 + 0.5 + 0.5 + 0.5) \\ = 12.2727 = \mathbf{12.3} \text{ to one decimal place.}$$

The student's GPA is now above 12.0 so has reached the required standard in the taught courses for award of the masters degree.

#### **Alternative approach for calculating reassessed GPA**

Depending on how the results spreadsheet has been structured, the recalculation of GPA following reassessment may be carried out by making a copy of the original results and removing and introducing components as appropriate (as shown above), or the original record may have an additional column in which the impact of reassessments is reflected.



### In Example 10

- Although 'the baseline GPA' is a published value frozen in time, the contribution made by one component included in the baseline is being increased by 6 grade points – **Course 1 Essay**
- One component that originally contributed 8 grade points to final GPA is now contributing an additional 2 grade points – **Course 4 Essay**.
- One component that originally did not contribute to final GPA (because it was post 15-March and was lower than the baseline) is now contributing 14 grade points and is adding a 50% weighting to 'amount of assessment contributing to final GPA' – **Course 5 Exam**.
- The two components associated with Course 6 have no impact (one a worse performance, one a better performance but still worse than the baseline).

The reassessed taught courses GPA would therefore be expressed as:

$$= [(12 \times 0.5) + ([6 + 6] \times 0.5) + (15 \times 0.5) + (13 \times 0.5) + (12 \times 0.5) + (14 \times 0.5) + (14 \times 0.5) + ([8 + 2] \times 0.5) + (7 \times 0.5) + (14 \times 0.5) + (12 \times 0.5)] / (0.5 + 0.5 + 0.5 + 0.5 + 0.5 + 0.5 + 0.5 + 0.5 + 0.5 + 0.5 + 0.5)$$
$$= 12.2727 = \mathbf{12.3}$$
 to one decimal place.

### Note on Merit and Distinction

On PGT programmes the award of merit and distinction is determined by performance demonstrated at first attempt. This remains the case. Therefore, while students may become eligible for the award of the masters degree by reference to a GPA that includes second attempt component results, eligibility for the award of merit and distinction must be determined purely by results achieved at the first attempt.

In order to be considered as a 'first attempt GPA' for this purpose, **only** the following may be included in the calculation:

- Components of assessment taken by 15 March as a first attempt
- Components of assessment taken after 15 March as a first attempt (e.g. coursework submitted for the first time after 15 March, exams taken for the first time during the April/May assessment diet)
- Components due by 15 March where good cause was accepted and the assessment is taken at the reassessment diet, and
- Components scheduled after 15 March, which are taken at the reassessment diet (irrespective of whether that component was attempted at first diet and irrespective of the component result or overall course result achieved at that first attempt).

A GPA calculated by including any components of assessment that are a second attempt cannot be used to satisfy the requirements for the award of merit or distinction.

In Example 10, the only reassessments that can contribute towards eligibility for merit and distinction are reassessments for Course 5 Exam and Course 6 Essay and Exam taken in August.

**Example 11: PGT programme, 120 credits of taught courses comprised of six 20 credit courses. More than 65% of assessment completed by 15 March. Illustration of which components of reassessment can contribute towards eligibility for merit and distinction**

A PGT programme consisting of six 20 credit taught courses and a 60 credit independent work (project or dissertation). Proportion of completed assessment relates only to the amount of assessment completed across the taught courses. The independent work must also be submitted.

	Semester 1	Course grade	Semester 2 By 15 March 2020	Course grade	Component grade points to include in baseline GPA	Completed after 15 March, including April/May assessment diet	Course grade
<b>Taught courses</b>							
Course 1 20 credits	Essay (50%) C3; Essay (50%) E3	D3			12 (50% weighting) 6 (50% weighting)		
The course grade threshold (C3) has not been met so the student is eligible for reassessment. Assessment has taken place by 15 March (outwith the period affected by Covid) so any grades achieved in reassessment are second attempts and <b>cannot</b> contribute towards eligibility for merit/distinction.							
Course 2 20 credits	Essay (50%) C1 Exam (50%) MV	MV			14 (50% component)		
Good cause has been accepted for the exam. The exam is taken in August and the grade is treated as a first attempt so <b>can</b> contribute towards eligibility for merit/distinction.							
Course 3 20 credits	Seminar (50%) C3; Exam (50%) C1	C2			12 (50% weighting) 14 (50% weighting)		
The course grade threshold (C3) has been met. All assessment completed before 15 March. The student is not eligible for reassessment.							
Course 4 20 credits			Essay (50%) D2 Essay (50%) C3	D1	10 (50% component) 12 (50% component)		
The course grade threshold (C3) has not been met so the student is eligible for reassessment. Assessment has taken place by 15 March (outwith the period affected by Covid) so any grades achieved in reassessment are second attempts and <b>cannot</b> contribute towards eligibility for merit/distinction.							
Course 5 20 credits			Test (50%) E2		7 (50% component)	Exam (50%) D3	E1 (CA)
The student is eligible to be reassessed. The test was initially taken by 15 March (outwith the period affected by Covid) so if the student is reassessed in the test the result is treated as a second attempt and <b>cannot</b> contribute towards eligibility for merit/distinction. The exam was taken after 15 March (within the affected period) so if the student resits the exam the result is treated as a first attempt and <b>can</b> contribute towards eligibility for merit/distinction.							

Course 6 20 credits						Essay (50%) C1 Exam (50%) C3	C2
<p>Normally the student would not be eligible for reassessment because the course grade threshold of C3 has been achieved. However, the assessment took place after 15 March so the student may elect to be reassessed in either or both components. The results will be treated as a first attempt and so <b>can</b> contribute towards eligibility for merit/distinction.</p>							

**Example 12: combined/joint honours: senior honours student, all senior honours courses equally weighted, one assessment component missing with good cause. Weighting applied in the calculation of final degree classification: Subject A: JH 40% SH 60%; weighting applied in Subject B JH 50% SH 50%. More than 65% of assessment already completed by 15 March. Student retakes exams in the August 2020 diet with a view to improving their final GPA.**

All junior honours assessment completed (120 credits)

Subject A: 60 credits with a GPA of 13.25 – weighted 40% of subject A for honours classification

Subject B: 60 credits with a GPA of 16.5 – weighted 50% of subject B for honours classification

All six senior honours courses are worth 20 credits.

	Semester 1	Course grade	Semester 2 By 15 March 2020	Course grade	Grade points to include in baseline GPA	Completed after 15 March, including April/May assessment diet
<b>Junior honours</b>						
Subject A 13.25						
Subject B 16.5						
<b>Senior honours</b>						
Subject A						
Course 1	Essay (50%) C3 (12)					Exam (50%) C1 (14)
Course 2	Project (100%) D2 (10)					
Course 3	Essay (50%) missed with good cause (MV)					Exam (50%) D3 (9)
Subject B						
Course 4			Essay (50%) C2 (13)			Essay (50%) C1 (14)
Course 5						Exam (100%) D1 (11)
Course 6						Dissertation (100%) C3 (12)

## Baseline GPA

A combined baseline GPA for subject A and subject B will comprise the following:

- Subject A junior honours GPA weighted at 40% for the subject
- Subject A senior honours assessment completed by 15 March, weighted at the appropriate proportion of 60% for the subject
- Subject B junior honours GPA weighted at 50% for the subject
- Subject B senior honours assessment completed by 15 March, weighted at the appropriate proportion of 50% for the subject.

Subject A junior honours GPA = 13.25 (60 credits) weighted at 40% of subject A

The contribution to baseline GPA will be GPA x proportion of subject A honours assessment x classification weighting  
= 13.25 x 0.5 x 0.4  
= 2.65

Subject A senior honours assessment completed by 15 March

All assessment components (NOT course results) should be aggregated using the appropriate course and component weighting.

Example 13 shows the following components completed by 15 March:

Course 1 - Essay (50%) C3 (12 grade points)

Course 2 - Project (100%) D2 (10)

Course 3 - none (Essay missed with good cause accepted)

All courses carry 20 credits. As the courses carry equal credit weighting, this is not shown here as factored into the calculation:

Subject A SH assessment components contributing to the baseline GPA = (Essay Course 1 + Project Course 2) / weighting of included components  
= [(12 x 0.5) + (10 x 1.0)] / (0.5 + 1.0)  
= 10.6667

The proportion of Subject A SH assessment (3 courses) completed by 15 March = 1.5 / 3  
= 0.5, i.e. 50%

The Subject A SH contribution to baseline GPA will be GPA x proportion of subject A honours assessment x classification weighting  
= 10.6667 x 0.5 x 0.5 x 0.6  
= 1.6000

Subject B junior honours GPA = 16.5 (60 credits) weighted at 50% for subject B

The contribution to baseline GPA will be GPA x proportion of subject B honours assessment x classification weighting  
=  $16.5 \times 0.5 \times 0.5$   
= 4.125

Subject B senior honours assessment completed by 15 March

All assessment components (NOT course results) should be aggregated using the appropriate course and component weighting.

Example 4 shows the following components completed by 15 March:

Course 4 - Essay (50%) C2 (13)

Course 5 - no assessment completed yet

Course 6 - no assessment completed yet

All courses carry 20 credits. As the courses carry equal credit weighting, this is not shown here as factored into the calculation:

Subject B SH assessment component contributing to the baseline GPA = (Essay Course 4) / weighting of included component  
=  $(13 \times 0.5) / 0.5$   
= 13

The proportion of Subject B SH assessment (3 courses) completed by 15 March =  $0.5 / 3$   
= 0.1667, i.e. 16.7%

The Subject B SH contribution to baseline GPA will be GPA x proportion of subject B honours assessment x classification weighting  
=  $13 \times 0.5 \times 0.1667 \times 0.5$   
= 0.5418

Combined baseline GPA for subject A and subject B is therefore:

	GPA	Weighted proportion of honours assessment	Grade points for combined baseline GPA
Subject A junior honours GPA (weighted at 40% for the subject)	13.25	$0.5 \times 0.4 = 0.2$	2.65
Subject A senior honours assessment completed by 15 March (weighted at the appropriate proportion of 60% for the subject)	10.6667	$0.5 \times 0.5 \times 0.6 = 0.15$	1.6
Subject B junior honours GPA (weighted at 50% for the subject)	16.5	$0.5 \times 0.5 = 0.25$	4.125
Subject B senior honours assessment completed by 15 March (weighted at the appropriate proportion of 50% for the subject)	13	$0.5 \times 0.1667 \times 0.5 = 0.041675$	0.5418
Total		0.641675	8.9168

$$\text{Combined baseline GPA} = \frac{\text{total grade points}}{\text{weighted proportion of included honours assessment}}$$

$$= \frac{8.9168}{(0.5 \times 0.4) + (0.5 \times 0.5 \times 0.6) + (0.5 \times 0.5) + (0.5 \times 0.1667 \times 0.5)}$$

$$= 13.8961, \text{ rounded to } 13.9$$

### Final combined GPA

In order to calculate the final combined GPA, all components of assessment completed after 15 March where the result is equal to or greater than the combined baseline GPA should be included.

Components completed after 15 March:

Course 1 - Exam (50%) C1 (14 grade points) – *Include in final GPA*

Course 2 - None

Course 3 - Exam (50%) D3 (9) – *Disregard as <13.9*

Course 4 - Essay (50%) C1 (14) – *Include in final GPA*

Course 5 - Exam (100%) D1 (11) – *Disregard as <13.9*

Course 6 - Dissertation (100%) C3 (12) – *Disregard as <13.9*

There are two additional components to be included in the final GPA from the SH assessment completed after 15 March (one from subject A and one from subject B, both are weighted at 50% of the course assessment, both graded C1). These need to be weighted appropriately in the calculation.

The proportion of each subject's SH assessment represented by the additional component =  $0.5 / 3$   
 $= 0.1667$

Recalculating combined baseline GPA to arrive at final GPA as follows (additional components of assessment shown in bold):

	GPA	Weighted proportion of honours assessment	Grade points
Subject A junior honours GPA (weighted at 40% for the subject)	13.25	$x 0.5 \times 0.4$	2.65
Subject A senior honours assessment completed by 15 March (weighted at the appropriate proportion of 60% for the subject)	10.6667	$x 0.5 \times 0.5 \times 0.6$	1.6
Subject B junior honours GPA (weighted at 50% for the subject)	16.5	$0.5 \times 0.5$	4.125
Subject B senior honours assessment completed by 15 March (weighted at the appropriate proportion of 50% for the subject)	13	$0.5 \times 0.1667 \times 0.5$	0.5418
<b>Additional assessment completed after 15 March: Course 1 Exam (Subject A)</b>	<b>14</b>	<b><math>0.5 \times 0.1667 \times 0.6</math></b>	<b>0.7001</b>
<b>Additional assessment completed after 15 March: Course 4 Essay (Subject B)</b>	<b>14</b>	<b><math>0.5 \times 0.1667 \times 0.5</math></b>	<b>0.5835</b>
		Total	10.2004

**Combined final GPA** =  $\frac{\text{total grade points}}{\text{weighted proportion of included honours assessment}}$

$$10.2004 \div \left( (0.5 \times 0.4) + (0.5 \times 0.5 \times 0.6) + (0.5 \times 0.5) + (0.5 \times 0.1667 \times 0.5) + (0.5 \times 0.1667 \times 0.6) + (0.5 \times 0.1667 \times 0.5) \right)$$

13.9091, rounded to 13.9

The final GPA is 13.9 which is just below the discretionary zone for possible promotion to an upper 2<sup>nd</sup> class honours degree. The student is eligible for further assessment as follows:

- Course 3 essay (50%) missed with good cause

The student submits the essay in August and achieves grade B2 (16). This grade should now be included in the GPA as it is above the baseline GPA of 13.9.



- All exams from the April/May diet: exams for courses 1, 3 and 5. At the August diet the student achieves grades of C2, B1 and A5.

		April/May		August		
		Weighted proportion of assessment	Grade points		Weighted proportion of assessment	Grade points
Course 1 (50%)	C1 (14)	$0.5 \times 0.1667 \times 0.6$	0.7001	C2 (13)	$0.5 \times 0.1667 \times 0.6$	0.6501
Course 3 (50%)	D3 (9)	$0.5 \times 0.1667 \times 0.6$	0.4501	B1 (17)	$0.5 \times 0.1667 \times 0.6$	0.8502
Course 5 (100%)	D1 (11)	$0.1667 \times 0.5$	0.9169	A5 (18)	$0.1667 \times 0.5$	1.5003
Total grade points			2.0671	3.0006		

The reassessed GPA will be calculated on the basis of whichever set of exam results is better overall. In this case the combined August results are better than the combined April/May results (although the Course 1 exam result was worse in August). Any of the April/May results that were included in the calculation of final GPA should be removed and replaced by whichever of the August results are equal to or above the baseline. In this case Course 1 exam is removed from the GPA and Course 3 and Course 5 resit exams should be added in.

Recalculating GPA by adding in results from reassessment and removing the one April/May exam result that had initially been included in the final GPA calculation

	GPA	Weighted proportion of honours assessment	Grade points
Subject A junior honours GPA (weighted at 40% for the subject)	13.25	$x 0.5 x 0.4$	2.65
Subject A senior honours assessment completed by 15 March (weighted at the appropriate proportion of 60% for the subject)	10.6667	$x 0.5 x 0.5 x 0.6$	1.6
Subject B junior honours GPA (weighted at 50% for the subject)	16.5	$0.5 x 0.5$	4.125
Subject B senior honours assessment completed by 15 March (weighted at the appropriate proportion of 50% for the subject)	13	$0.5 x 0.1667 x 0.5$	0.5418
Additional assessment completed after 15 March: Course 1 Exam	14	$0.5 x 0.1667 x 0.6$	0.7001
Additional assessment completed after 15 March: Course 4 Essay	14	$0.5 x 0.1667 x 0.5$	0.5835
<b>Course 3 essay (August) (originally missed with good cause)</b>	<b>16</b>	<b><math>0.5 x 0.1667 x 0.6</math></b>	<b>0.8002</b>
<b>Course 3 Exam (August)</b>	<b>17</b>	<b><math>0.5 x 0.1667 x 0.6</math></b>	<b>0.8502</b>
<b>Course 5 Exam (August)</b>	<b>18</b>	<b><math>0.1667 x 0.5</math></b>	<b>1.5003</b>
			<b>13.3511</b>
<b>Subtract</b>			
<b>Course 1 Exam (April/May)</b>	<b>14</b>	<b><math>0.5 x 0.1667 x 0.6</math></b>	<b>0.7001</b>
		<b>Total</b>	<b>12.6510</b>
<b>Combined reassessed GPA</b>	= total grade points	/ weighted proportion of included honours assessment	
	12.6510	$/(0.5 x 0.4) + (0.5 x 0.5 x 0.6) + (0.5 x 0.5) + (0.5 x 0.1667 x 0.5) + (0.5 x 0.1667 x 0.6) + (0.5 x 0.1667 x 0.5) + (0.5 x 0.1667 x 0.6) + (0.1667 x 0.5) - (0.5 x 0.1667 x 0.6)$	
	14.5964, rounded to 14.6		

Following reassessment, the student's final programme GPA has increased to 14.6 and the student will now be promoted to the 2.1 honours classification.

### Clarification of the position regarding reassessment opportunities for final year honours and integrated masters students

Final year honours and integrated masters students who are eligible for award of the degree at the June Exam Boards have the option to decline the award and re-sit all exams<sup>15</sup> from the April/May assessment diet in August. The same option is not being offered in relation to coursework taken after 15 March, even for students who have very few exams or none.

- Normally no reassessment opportunity is available for honours and integrated masters students.
- This year's graduating students are required to complete their final exams online, that is, in an unfamiliar format.
- While we are confident that measures have been put in place to best support students in taking these exams, it has been agreed that for any students who believe that their full diet of exams had been significantly impacted by the context in which they were being taken, some additional provision should be made. This exceptional opportunity to retake exams online therefore applies in relation to the full diet, not to individual exams. It is not envisaged that many students will elect to take this option. Any student taking this option will ultimately be awarded whichever overall result is better: that based on all exams taken at the April/May diet, or on all exams taken at the August diet. An overall result cannot be generated through combination of results from the two exam diets.
- An equivalent provision in relation to reassessment of coursework is not being offered. Some amendment to the format of coursework may have been necessitated by current circumstances and it is recognised that there may have been challenges associated with accessing resources. However, deferred deadlines or individual extensions may have been offered to offset the impact of these factors.
- In addition to the foregoing considerations, it has been agreed that the volume of work - both for students and staff - associated with offering the opportunity for a full resubmission of coursework after 15 March would be disproportionate and impracticable. Offering individual coursework resubmission opportunities would not be consistent with the approach adopted in relation to the exam diet.
- The No Detriment policy will apply to all assessments, exams and coursework, in relation to the way that final GPA is calculated. Therefore any coursework completed after 15 March 2020 in which performance has dipped will not be included in calculation of the final award (so far as is possible in relation to achieving the overall minimum level of assessment required for award of the degree).

Final year honours and integrated masters students who are NOT eligible for award of the degree at the June Exam Boards will be offered further assessment opportunities in relation to individual exams and pieces of coursework at the August diet.

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<sup>15</sup> 'Exam' in this context does not include any scheduled exams that are set in an alternative format, e.g. a week-long take-home paper.

### **Covid-19 Special Arrangements: Overall course results by level and by award**

The tables below set out the arrangements for determining course grades at the June 2020 exam boards. They distinguish between courses where all first diet assessment was complete by 15 March and courses where at least some of the first diet assessment took place after 15 March. This is because the course grades to be reported reflect the way that assessment has been affected by the Covid-19 pandemic. (So far as possible, the usual rules for determining course grades are followed.) Information in relation to the boards to be held in the autumn is included at the end of the Appendix.

The impacts of the pandemic include the following:

- Some scheduled assessments are not taking place. E.g. spring exams are not taking place for Level 1 and Level 2 courses. The grade CA will be used where cancelled assessments result in students not having completed enough assessment to justify an overall result being reported. Completion of 65% of the course assessment is being used as the relevant benchmark.
- Due to the disruption associated with Covid-19 it is anticipated that more students than usual will be unable to complete assessments scheduled after 15 March. Again, CA will be used where less than 65% of the course assessment has been completed.
- Some of the normal reassessment opportunities will not be available. This means that in some cases 'incomplete' grades (MV and CW relating to assessments due by 15 March) need to be treated differently from usual.
- Reassessment opportunities will be made available to a wider than normal population of students over the summer (summarised in [Appendix 4](#)). This is to reflect the fact that for a range of reasons students may not be able to complete assessment in the period impacted by Covid-19 or their performance in such assessment may be impacted.

Course grades and reassessment opportunities on professional/accredited programmes may differ from the arrangements set out here.

The tables cover course results for 1<sup>st</sup> diet assessments and for final returns where no reassessment opportunities are offered in 2019-20. Information on course grades for subsequent assessment diets will follow.

**Please note:** The no detriment principle does not apply to the calculation of course grades. Results achieved in assessments completed after 15 March should be aggregated with results achieved in assessments completed by 15 March in the normal way. E.g. a senior honours student achieves a B1 in an essay submitted on 1 March weighted at 70% of course assessment; the student also achieves a D3 in a test on 1 April weighted at 30%. The course grade to be reported is B3, reflecting all completed assessment. Under the No Detriment policy, the D3 component will, however, be set aside from calculation of the final GPA if it falls below the level of performance reflected in the baseline GPA (as long as sufficient other assessment has been completed).

## Summary of course grades for 2019-20

Full listings together with examples are given below but in summary the position is as follows:

1. Courses where all 1<sup>st</sup> diet assessment is complete by 15 March

### L1 and L2

A provisional or ratified 1<sup>st</sup> diet grade will already be available. This will stand as the 1<sup>st</sup> diet grade. A second diet grade should only be returned in the following circumstances:

1 <sup>st</sup> diet grade	Return 2 <sup>nd</sup> diet grade
<ul style="list-style-type: none"> <li>• E1 or below</li> <li>• CW</li> <li>• MV where missed component weighted <math>\leq 35\%</math> and aggregated grade D3 or above.</li> <li>• MV where missed component weighted <math>&lt; 35\%</math> and aggregated grade E1 or below</li> <li>• MV where missed component weighted <math>&gt; 35\%</math></li> </ul>	<ul style="list-style-type: none"> <li>• CA</li> <li>• CA</li> <li>• D3 or above</li> <li>• CA</li> <li>• CA</li> </ul>

### L3 non-honours, honours/integrated masters, PGT

A provisional or ratified 1<sup>st</sup> diet grade will already be available. This will stand as the 1<sup>st</sup> diet grade except in the following circumstances where a revision to the 1<sup>st</sup> diet grade should be made as indicated:

	1 <sup>st</sup> diet grade	Revised 1 <sup>st</sup> diet grade
Ordinary/designated degree – if student eligible to graduate	<ul style="list-style-type: none"> <li>• CW</li> <li>• MV</li> </ul>	<ul style="list-style-type: none"> <li>• CA</li> <li>• Actual grade if <math>\geq 65\%</math> assessment completed and D3 or above. Otherwise CA</li> </ul>
Final year honours/integrated masters – if student eligible to graduate	<ul style="list-style-type: none"> <li>• CW</li> </ul>	<ul style="list-style-type: none"> <li>• Actual grade aggregating all assessment components including 0 for missed component(s)</li> </ul>

	<ul style="list-style-type: none"> <li>• MV</li> </ul>	<ul style="list-style-type: none"> <li>• Actual grade if <math>\geq 75\%</math> of course assessment completed. Otherwise MV</li> </ul>
<p>PGT where award usually made at June board – if student eligible to graduate*</p> <p>*Where award usually not made until autumn board leave CW and MV unchanged</p>	<ul style="list-style-type: none"> <li>• CW</li> <li>• MV</li> </ul>	<ul style="list-style-type: none"> <li>• CA</li> <li>• Actual grade if <math>\geq 65\%</math> assessment completed and D3 or above. Otherwise CA</li> </ul>

2. Courses where some or all 1<sup>st</sup> diet assessment is completed after 15 March

**L1 and L2, L3 non-honours, honours/integrated masters, PGT<sup>16</sup>**

	Grade to be returned
$\geq 65\%$ of course assessment complete, aggregated components give D3 or above*	<ul style="list-style-type: none"> <li>• D3 or above</li> </ul>
$\geq 65\%$ of course assessment complete, aggregated components give E1 or below*	<ul style="list-style-type: none"> <li>• CA</li> </ul>
$< 65\%$ of course assessment complete	<ul style="list-style-type: none"> <li>• CA</li> </ul>
<p>*Where any component due by 15 March is missing without good cause, include 0 grade points in aggregation; where any component due by 15 March is missed with good cause accepted, set aside missing component in aggregation.</p>	

<sup>16</sup> The threshold grade for the purposes of eligibility for course reassessment on a postgraduate taught masters programme is C3. However, CA should only be awarded for grades of E1 and below, not D1 and below. This reflects the fact that some taught masters programmes require the achievement of at least D3 in specified courses, and also the fact that some students who are initially registered on postgraduate masters programmes will exit with a postgraduate certificate or diploma, where the threshold grade is D3.

<p><u>Exceptions:</u></p> <p><b>&gt;35% of course assessment missed by 15 March without good cause</b>  Final year ordinary/designated degree – if student not yet eligible for award  PGT students award made in June – if student not yet eligible for award  PGT students award made in autumn</p> <p><b>Any component of assessment missed by 15 March without good cause</b>  Continuing honours/integrated masters  Final year honours/integrated masters – if student not yet eligible for award</p> <p><b>Any component of course assessment missed by 15 March with good cause accepted</b>  Final year ordinary/designated degree – if student not yet eligible for award  Continuing honours/integrated masters  Final year honours/integrated masters – if student not yet eligible for award  PGT students award made in June – if student not yet eligible for award  PGT students award made in autumn</p>	<ul style="list-style-type: none"> <li>• CW</li>   <li>• CW</li>   <li>• MV</li> </ul>
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## Detailed tables by Level, including examples

### Level 1 and Level 2 courses

As there will be no reassessment opportunities, final course grades can be calculated and reported as soon as an exam board has confirmed the first diet result.

<b>TABLE 1. Level 1 and Level 2 courses where no assessment was scheduled to have taken place after 15 March 2020</b> (Almost all will be Semester 1 courses) <b>Impact of Covid-19 on available assessment: no reassessment diet available.</b>		
<b>1<sup>st</sup> diet course result<sup>17</sup></b>	<b>2<sup>nd</sup> diet course result<sup>18</sup></b>	<b>Action/reason</b>
D3 or above	(no return)	All assessment components aggregated as usual. There would not have been a second diet as the threshold grade was met.
E1 or below	CA	No opportunity exists for students to improve their performance through reassessment so second diet result is given as CA.
CW	CA	No opportunity exists for students to complete missed assessment so second diet result is given as CA.
CR	(no return)	A requirement for the award of credit has not been met (e.g. attendance). The absence of reassessment is irrelevant.
MV (where affected assessment is weighted at >35%)	CA	Some assessment missed or discounted through good cause (all before Covid affected period). CA will replace MV because no further assessment opportunity available so can't reach the 65% completion of assessment required for a grade.
MV (where affected assessment is weighted at <=35%)	D3 or above or CA	Aggregate complete assessment components, setting aside any missed through good cause. Report grade if D3 or above. Report CA if E1 or below because no further assessment opportunity available.

<sup>17</sup> This result may already have been communicated to the student either as a ratified result (if an exam board has taken place) or as a provisional result.

<sup>18</sup> Advice will follow on the extent to which these returns can be automated.



**TABLE 2. Level 1 and Level 2 courses where some assessment was scheduled to have taken place after 15 March**

(Semester 2 courses and session-long courses)

**Impact of Covid-19 on available assessment:**

- Level 1: no coursework after 15 March
- Level 1 and Level 2: No exams at April/May assessment diet
- No reassessment diet

As there are no reassessment opportunities, exam boards can be arranged as soon as convenient and grades returned.

Situation at June 2020 board	Course result	Action/reason with Examples
All components of assessment complete and achieved D3 or above	D3 or above	Aggregate on basis of performance in completed assessments. - Completed 2 essays each weighted 50%, one at B1, one at C2. Report grade B3.
All components of assessment complete and achieved E1 or below	CA	Aggregate on basis of performance in completed assessments. There is no opportunity to improve the performance through reassessment so report CA in place of aggregated grade. - Completed 2 essays each weighted 50%, one at D2, one at F2. Report grade CA (not E2 which would be the aggregated result from the two essays).
Completed $\geq 65\%$ of course assessment and achieved D3 or above	D3 or above	Aggregate on basis of performance in completed assessments, disregarding any assessments that did not take place. - Completed essay weighted at 70%, graded at C1; test pre-15 March missed by student with <b>no</b> good cause, weighted at 10% graded H; presentation weighted at 20% did not take place. Report grade C3: aggregation includes a zero in relation to the test, presentation discounted as it did not take place. - Completed essay weighted at 70%, graded at C1; test missed by student <b>with</b> good cause, weighted at 10%; presentation weighted at 20% did not take place. Report grade C1, test is discounted from the aggregation because missed with good cause and presentation discounted as it did not take place. - Completed essay weighted 70% by 15 March, graded B3; did not submit report weighted 30% after 15 March (Covid-19 rules apply – good cause not in operation). Report grade B3, disregarding missed report.
Completed $\geq 65\%$ of course assessment and achieved E1 or below	CA	Aggregate on basis of performance in completed assessments, disregarding any assessments that did not take place. There is no opportunity to improve the performance through reassessment so report CA in place of aggregated grade.

		<ul style="list-style-type: none"> <li>- Completed essay weighted at 70% at E2; exam weighted at 30% did not take place. Report CA</li> </ul>
Completed <65% of course assessment, due to missed assessment (with or without good cause) and/or assessment did not happen	CA	<p>There is no further opportunity to increase the proportion of completed assessment. No aggregation required.</p> <ul style="list-style-type: none"> <li>- Completed coursework weighted 50%; exam weighted 50% did not happen.</li> <li>- Did not submit coursework weighted 50% due by 15 March (no good cause); 50% exam did not happen.</li> <li>- Completed essay weighted 30%; did not submit essay weighted 30% due by 15 March (no good cause); exam weighted 40% did not happen.</li> <li>- Completed essay weighted 30%; did not submit essay weighted 30% (with good cause); 40% exam did not happen.</li> </ul>
By 15 March 2020 student was already unable to satisfy the minimum requirements for award of credit	CR	<ul style="list-style-type: none"> <li>- Failed to achieve a minimum attendance requirement (adjusted to take account of any sessions that were not delivered)</li> <li>- [An unusual scenario] By 15 March did not submit an assessment component weighted &gt;25% (not 35%, because this relates to the pre-Covid-19 period, so is covered by the usual rules) and did not submit at the reassessment opportunity if, exceptionally, the reassessment opportunity was also delivered before 15 March.</li> </ul>

<b>TABLE 3. Level 3 non-honours courses where no assessment scheduled to take place after 15 March 2020</b>		
(Almost all will be Semester 1 courses)		
<b>1<sup>st</sup> diet course result<sup>19</sup></b>	<b>Change to 1<sup>st</sup> diet course result required at June board</b>	<b>Action/reason</b>
D3 or above	(no change)	All assessment components aggregated as usual.
E1 or below	(no change)	All assessment components aggregated as usual. Usual rules on reassessment apply. Eligible for reassessment in August (2 <sup>nd</sup> diet) if not graduated by then.
CW	CA	<i>If student eligible to graduate:</i> Change to CA because credit is awarded despite the incomplete assessment.

<sup>19</sup> This result may already have been communicated to the student either as a ratified result (if an exam board has taken place) or as a provisional result.

	(no change – retain CW)	<i>If student not eligible to graduate:</i> Eligible for second assessment opportunity (2 <sup>nd</sup> diet). CW indicates that assessment is missing without good cause and that reassessment will be treated as a second diet.
CR	(no change)	A requirement for the award of credit has not been met. No further opportunity available. <ul style="list-style-type: none"> <li>- Not met an attendance requirement.</li> <li>- [Unusual scenario] By 15 March student did not submit an assessment component weighted &gt;25% (not 35%, because this relates to the pre-Covid-19 period, so is covered by the usual rules) and did not submit at the reassessment opportunity (if, exceptionally, the reassessment opportunity was delivered early).</li> </ul>
MV	D3 or above  CA  (no change – retain MV)	<i>If student eligible to graduate:</i> Aggregate completed components of assessment, discounting assessment missed through good cause. Credit is awarded despite the incomplete assessment. Use course grade if >=65% of course assessment complete and gives D3 or above, otherwise use CA. <ul style="list-style-type: none"> <li>- Completed essay weighted 70% at C1, missed December class test weighted 30% with good cause accepted. Return C1.</li> <li>- Completed December test weighted 30% at B2, missed essay weighted 70% with good cause accepted. Return CA.</li> </ul> <i>If student not eligible to graduate:</i> Student is required to complete further assessment in order to qualify for the award. Eligible for second assessment opportunity (1st diet) on components missed with good cause.

<b>TABLE 4. Level 3 non-honours courses where some or all assessment scheduled to take place after 15 March</b> (Will include some semester 1 courses, all semester 2 courses and all session-long courses)		
<b>Situation at June board</b>	<b>Course result</b>	<b>Examples</b>
All course assessment complete and achieved D3 or above	D3 or above	Aggregate all assessment components as usual - Completed 2 essays each weighted 50%, one at B1 (by 15 March), one at C2 (after 15 March). Report grade B3.
All course assessment complete and achieved E1 or below	CA	Aggregate all assessment components as usual - Completed an essay weighted 50% (by 15 March) at D2, and April exam weighted 50% at F2. Report grade CA (not E2 which would be the aggregated result).
Completed $\geq 65\%$ of course assessment and achieved D3 or above. All missing assessment relates to the period affected by Covid-19, i.e. after 15 March	D3 or above	Aggregate all assessment components as usual - Completed essay weighted at 70%, graded B1 (by 15 March); missed test weighted at 30% (after 15 March, Covid-19 rules apply – good cause not in operation). Report grade B1, disregarding the missed test.
Completed $\geq 65\%$ of course assessment and achieved E1 or below. All missing assessment relates to the period affected by Covid-19, i.e. after 15 March	CA	Aggregate all assessment components as usual. - Completed project weighted 70% by 15 March at E3; missed April exam weighted 30% after 15 March, Covid-19 rules apply – good cause not in operation). Report CA (not E3 which would otherwise have been the result.)
Completed $< 65\%$ of course assessment. All missing assessment relates to the period affected by Covid-19, i.e. after 15 March	CA	Insufficient assessment completed, no aggregation required. - Achieved A5 in 50% coursework submitted by 15 March; did not take 50% April exam (after 15 March, Covid-19 rules apply – good cause not in operation). - Achieved E2 in 50% coursework submitted after 15 March; did not take 50% April exam (after 15 March, Covid-19 rules apply – good cause not in operation).



	CA	<p>the result for the completed component, with the test set aside for good cause).</p> <p>Completed &lt;65% of course assessment. Insufficient assessment completed to award a grade. No aggregation required.</p> <ul style="list-style-type: none"> <li>- Missed test weighted at 20% by 15 March with good cause; completed essay weighted at 30% after 15 March; did not take April exam weighted at 50% (after 15 March, Covid-19 rules apply – good cause not in operation).</li> </ul>
	MV	<p><u>Student not yet eligible to graduate</u></p> <p>As student is not eligible to graduate, further assessment requires to be completed. MV indicates assessment missed before the period affected by Covid-19.</p> <ul style="list-style-type: none"> <li>- Missed a test in February weighted at 30% with good cause; completed exam weighted at 70% in April at E2.</li> <li>- Missed test weighted at 60% by 15 March with good cause; did not take April exam weighted at 40% (after 15 March, Covid-19 rules apply – good cause not in operation).</li> </ul>
By 15 March 2020 student was already unable to satisfy the minimum requirements for award of credit	CR	<p>No further assessment opportunities can be offered on this course.</p> <ul style="list-style-type: none"> <li>- Failed to achieve a minimum attendance requirement (adjusted to take account of any sessions that were not delivered).</li> <li>- [An unusual scenario] By 15 March did not submit an assessment component weighted &gt;25% (not 35%, because this relates to the pre-Covid-19 period so is covered by the usual rules) and did not submit at the reassessment opportunity if, exceptionally, the reassessment opportunity was also delivered before 15 March.</li> </ul>

**TABLE 5. Courses contributing to an Honours/Integrated Masters curriculum where no assessment scheduled to take place after 15 March 2020**

(Almost all will be Semester 1 courses.)

1 <sup>st</sup> diet course result <sup>20</sup>	Change to 1 <sup>st</sup> diet course result required at June board	Action/reason with Examples
D3 or above	(no change)	All assessment components aggregated as usual.
E1 or below	(no change)	All assessment components aggregated as usual. (Not eligible for reassessment: normal position for honours. No Covid-19 impact.)
CW	<p>(no change – retain CW)</p> <p>Actual grade</p>	<p>Component(s) of assessment missed without good cause (before 15 March).</p> <p><i>Continuing students</i>            CW indicates that review is needed at future final exam board of the amount of assessment that has been missed across the programme without good cause. Rules for the amount of assessment required overall are yet to be confirmed but will take account of Covid-19 disruption.</p> <p><i>Final year students</i>  <u>Student eligible to graduate</u></p> <ul style="list-style-type: none"> <li>Course grade should be calculated including in the aggregation 0 for the component missed by 15 March without good cause. Actual grade will be reported including where this is below D3 as this assessment has not been affected by Covid-19.<sup>21</sup></li> </ul> <p><u>Student not yet eligible to graduate</u></p>

<sup>20</sup> This result may already have been communicated to the student either as a ratified result (if an exam board has taken place) or as a provisional result.

<sup>21</sup> **NOTE on CW/CR on honours/integrated masters programme.** The usual rule in the Code of Assessment is that credit will be refused if more than 25% of the assessment across the whole programme is missed without good cause. In the current circumstances this has been amended slightly: by 15 March no more than 25% of the programme assessment should have been missed without good cause. Such cases are likely to be identified before the final exam board and students are most likely then to be considered in terms of eligibility for the award of an ordinary/designated degree.

	CW	- Indicates that further assessment is required and review is needed at final exam board of the amount of assessment that has been missed across the programme without good cause.
CR	(no change)	Student failed to satisfy a mandatory requirement for award of credit (e.g. attendance).
MV	<p>(No change – retain MV)</p> <p>Actual grade</p> <p>(No change – retain MV)</p> <p>(No change – retain MV)</p>	<p>Good cause claim accepted in relation to a component of course assessment by 15 March 2020.</p> <p><i>Continuing students</i> Opportunity to make up missed component(s) as a 1<sup>st</sup> diet in line with usual local practice in August or the following spring (though this may not be <u>required</u> as threshold for progression is completion of <math>\geq 65\%</math> of assessment for the year).</p> <p><i>Final year students</i> <u>If eligible for award:</u></p> <ul style="list-style-type: none"> <li>• If completed <math>\geq 75\%</math><sup>22</sup> of course assessment, aggregate component results, setting aside component missed with good cause, report actual grade (even if below D3).</li> <li>• If completed <math>&lt; 75\%</math> of course assessment report MV.</li> </ul> <p><u>If not eligible for award:</u></p> <ul style="list-style-type: none"> <li>- Opportunity to make up missed component(s) as a 1<sup>st</sup> diet.</li> </ul>

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<sup>22</sup> 75% not 65% because this relates to the pre-Covid period.



**TABLE 6. Courses contributing to an Honours/Integrated Masters curriculum where some or all assessment scheduled to take place after 15 March.**

(Some semester 1 courses, all semester 2 courses and session-long courses)

Situation at June board	Course result to be reported	Examples
All components of assessment for the course completed and achieved D3 or above	D3 or above	Aggregate all assessment components as usual - Completed 2 essays each weighted 50%, one at B1 (by 15 March), one at C2 (after 15 March). Report grade B3.
All components of assessment for the course completed and achieved E1 or below	CA	Aggregate all assessment components as usual - Completed 2 essays each weighted 50%, one at D2 (by 15 March), one at E3 (after 15 March). Report grade CA (not E1 which would be the actual aggregated result).
Completed $\geq 65\%$ of course assessment and achieved D3 or above Missing assessment relates only to the post-15 March period (see below for other missed assessment: CW, MV).	D3 or above	Aggregate component results from all completed assessments: - Completed essay weighted 70%, graded B1 (by 15 March); missed test weighted at 30% (after 15 March, Covid-19 rules apply – good cause not in operation). Report B1, disregarding the missed test.
Completed $\geq 65\%$ of course assessment and achieved E1 or below. Missing assessment relates only to post-15 March period (see below for other missed assessment: CW, MV).	CA	Aggregate component results from all completed assessments: - Completed an essay weighted 50% (by 15 March) at D2, and April exam weighted 50% at F2. Report grade CA (not E2, which would be the aggregated result).
Completed $< 65\%$ of course assessment Missing assessment relates only to post-15 March period (see below for other missed assessment: CW, MV).	CA	No aggregation necessary: insufficient assessment completed to award a grade - Completed 50% coursework (by 15 March); did not take 50% April exam (after 15 March, Covid-19 rules apply – good cause not in operation). - Completed 50% coursework submitted after 15 March; did not take 50% April exam (after 15 March, Covid-19 rules apply – good cause not in operation).



		<ul style="list-style-type: none"> <li>- Did not submit 50% coursework due by 15 March (with good cause); achieved C3 in 50% exam.</li> </ul> <p><i>Final year students</i></p> <p><u>If eligible to graduate:</u></p> <p>Return appropriate grade aggregating all completed components, disregarding any not completed where good cause has been accepted.</p> <ul style="list-style-type: none"> <li>- Test weighted 25% missed by 15 March with good cause; exam weighted 75% completed in April, graded B3. Return grade B3 as &gt;=65% of course assessment complete, missed test disregarded.</li> <li>- Test weighted 25% missed by 15 March with good cause, exam weighted 75% completed in April, graded E1. Return grade CA as aggregated result is below D3.</li> <li>- Coursework weighted 50% missed by 15 March with good cause; completed exam weighted 50% in April. Return CA as &lt;65% of course assessment complete. No aggregation required.</li> </ul> <p><u>If not eligible to graduate:</u></p> <p>Return MV to indicate that an outstanding opportunity exists to complete component missed with good cause as a 1<sup>st</sup> diet.</p> <ul style="list-style-type: none"> <li>- Did not submit 50% coursework by 15 March with good cause; achieved C3 in 50% exam.</li> <li>- Did not complete 20% test by 15 March with good cause, achieved E2 in 80% weighted exam in April.</li> <li>- Did not complete 50% essay by 15 March with good cause, did not take exam weighted 50% in April.</li> </ul>
Actual grade	CA	
	CA	
	MV	
By 15 March student was already unable to satisfy the minimum requirements for the award of credit	CR	Failed to achieve a minimum attendance requirement (adjusted to take account of any sessions that were not delivered)

**TABLE 7. Postgraduate taught programmes: masters degrees, postgraduate diplomas and certificates: no first diet assessment scheduled to take place after 15 March 2020**

(Almost all will be Semester 1 courses.)

1 <sup>st</sup> diet course result <sup>24</sup>	Change to 1 <sup>st</sup> diet course result required at June board	Action/reason with Examples
D3 <sup>25</sup> or above	(no change)	All assessment components aggregated as usual. Usual rules on reassessment apply.
E1 or below	(no change)	All assessment components as usual. Usual rules on reassessment apply.
CW	<p>CA</p> <p>(no change – retain CW)</p> <p>(no change – retain CW)</p>	<p><i>Where the award is normally made at the June board (e.g. PG Diploma)</i></p> <p><u>Student eligible for award</u> Change to CA because credit is awarded despite the incomplete assessment.</p> <p><u>Student not yet eligible for award</u> Eligible for second assessment opportunity (2<sup>nd</sup> diet). CW indicates that assessment is missing without good cause and that reassessment will be treated as a second diet.</p> <p><i>Where the award is not usually made until the autumn board</i></p> <p>Retain CW because further assessment may be undertaken and CW is an indicator that assessment is missing without good cause reassessment will be a second diet. (This applies even where the progress requirement on a masters degree has been satisfied, as the student may elect to complete additional assessment in August.)</p>
CR	(no change)	<p>A requirement for the award of credit has not been met. No further opportunity available.</p> <ul style="list-style-type: none"> <li>- Not met an attendance requirement.</li> <li>- [Unusual scenario] By 15 March student did not submit an assessment component weighted &gt;25% (not 35% because this is pre-Covid and so is</li> </ul>

<sup>24</sup> This result may already have been communicated to the student either as a ratified result (if an exam board has taken place) or as a provisional result.

<sup>25</sup> The threshold grade for the purposes of eligibility for course reassessment on a postgraduate taught masters programme is C3. However, CA should only be awarded for grades of E1 and below, not D1 and below. This reflects the fact that some taught masters programmes require the achievement of at least D3 in specified courses, and also the fact that some students who are initially registered on postgraduate masters programmes will exit with a postgraduate certificate or diploma, where the threshold grade is D3.

		covered by the usual rules) and did not submit at the reassessment opportunity (if, exceptionally, the reassessment opportunity was delivered early).
MV	<p>D3 or above</p> <p>CA</p> <p>(no change – retain MV)</p> <p>(no change – retain MV)</p>	<p><i>Where the award is normally made at the June board (e.g. PG Diploma)</i></p> <p><u>Student eligible for award</u> Aggregate completed components of assessment, discounting assessment missed through good cause. Credit is awarded despite the incomplete assessment. Use course grade if <math>\geq 65\%</math> of course assessment complete and gives D3<sup>26</sup> or above, otherwise use CA.</p> <ul style="list-style-type: none"> <li>- Completed essay weighted 70% at C1, missed December class test weighted 30% with good cause accepted. Return C1.</li> <li>- Completed December test weighted 30% at B2, missed essay weighted 70% with good cause accepted. Return CA, insufficient assessment completed to return a grade.</li> </ul> <p><u>If student not yet eligible for award</u> Student is required to complete further assessment in order to qualify for the award. Eligible for second assessment opportunity (1st diet) on components missed with good cause.</p> <p><i>Where the award is not usually made until the autumn board</i> Retain MV because further assessment may be undertaken and MV is an indicator that assessment is missing without good cause and reassessment will be a first diet. (This applies even where the progress requirement on a masters degree has been satisfied, as the student may elect to complete additional assessment.)</p>

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<sup>26</sup> The threshold grade for the purposes of eligibility for course reassessment on a postgraduate taught masters programme is C3. However, CA should only be awarded for grades of E1 and below, not D1 and below. This reflects the fact that some taught masters programmes require the achievement of at least D3 in specified courses, and also the fact that some students who are initially registered on postgraduate masters programmes will exit with a postgraduate certificate or diploma, where the threshold grade is D3.

**TABLE 8: Postgraduate taught programmes: masters degrees, postgraduate diplomas and certificates: courses where some first diet assessment scheduled to take place after 15 March**

(Some Semester 1 courses, all Semester 2 and session-long courses)

Situation at June board	Course result	Action/reason with Examples
All course assessment complete and achieved D3 <sup>27</sup> or above	D3 or above	Aggregate all assessment components as usual - Completed 2 essays each weighted 50%, one at B1 (by 15 March), one at C2 (after 15 March). Report grade B3.
All course assessment complete and achieved E1 or below	CA	Aggregate all assessment components as usual - Completed an essay weighted 50% (by 15 March) at D2, and April exam weighted 50% at F2. Report grade CA (not E2 which would be the aggregated result).
Completed $\geq 65\%$ of course assessment and achieved D3 or above All missing assessment relates to the period affected by Covid-19, i.e. after 15 March	D3 or above	Aggregate on the basis of performance in completed assessments. - Completed 70% essay B1 (by 15 March); missed test weighted at 30% (after 15 March, Covid-19 rules apply – good cause not in operation). Report B1, disregarding missed test.
Completed $\geq 65\%$ of course assessment and achieved E1 or below. All missing assessment relates to the period affected by Covid-19, i.e. after 15 March	CA	Aggregate on the basis of performance in completed assessments. - Completed an essay weighted 50% (by 15 March) at D2, and April exam weighted 50% at F2. Report grade CA (rather than E2 which would be the aggregated result).
Completed $< 65\%$ of course assessment All missing assessment relates to the period affected by Covid-19, i.e. after 15 March	CA	No aggregation necessary: insufficient assessment completed to award a grade. - Completed coursework weighted 50% by 15 March; did not take April exam weighted 50%. - Completed coursework weighted 50% submitted after 15 March; did not take 50% April exam.

<sup>27</sup> The threshold grade for the purposes of eligibility for course reassessment on a postgraduate taught masters programme is C3. However, CA should only be awarded for grades of E1 and below, not D1 and below. This reflects the fact that some taught masters programmes require the achievement of at least D3 in specified courses, and also the fact that some students who are initially registered on postgraduate masters programmes will exit with a postgraduate certificate or diploma, where the threshold grade is D3.

<p>Course includes some assessment due by 15 March that was missed <b>without good cause</b></p>	<p>CA</p> <p>CW</p> <p>CW</p>	<p><i>Where the award is normally made at the June board (e.g. PG Diploma)</i>  <u>Student eligible for award</u>  Change to CA because credit is awarded despite the incomplete assessment</p> <p><u>Student not yet eligible for award</u>  Eligible for second assessment opportunity (2<sup>nd</sup> diet). CW indicates that assessment is missing without good cause and that reassessment will be treated as a second diet.</p> <p><i>Where the award is not usually made until the autumn board</i>  Further assessment may be undertaken and CW is an indicator that as assessment is missing without good cause reassessment will be a second diet. (This applies even where the progress requirement on a masters degree has been satisfied, as the student may elect to complete additional assessment in August.)</p>
<p>By 15 March assessment missed <b>with good cause accepted</b></p>	<p>D3 or above</p> <p>CA</p> <p>CA</p>	<p><i>Where the award is normally made at the June board (e.g. PG Diploma)</i>  <u>Student eligible for award</u>  Completed <math>\geq 65\%</math> of course assessment and achieved D3 or above</p> <ul style="list-style-type: none"> <li>- Missed a test in February weighted 30% with good cause; completed exam weighted at 70% in April at B1. Report B1 (with the test set aside for good cause).</li> </ul> <p>Completed <math>\geq 65\%</math> of course assessment and achieved E1 or below</p> <ul style="list-style-type: none"> <li>- Missed a test in February weighted at 30% with good cause; completed exam weighted at 70% in April at E2. Report CA (not E2 which would be the aggregated result with the test set aside for good cause).</li> </ul> <p>Completed <math>&lt; 65\%</math> of course assessment. Insufficient assessment completed to award a grade. No aggregation required.</p> <ul style="list-style-type: none"> <li>- Missed test weighted at 20% by 15 March with good cause; completed essay weighted at 30% after 15 March; did not take April exam weighted at 50% (after 15 March, Covid-19 rules apply – good cause not in operation).</li> </ul>

	MV	<u>Student not yet eligible for award</u> Eligible for second assessment opportunity (1st diet). MV indicates that assessment is missing with good cause.
	MV	<i>Where the award is not usually made until the autumn board</i> Further assessment may be undertaken and MV is an indicator that as assessment is missing with good cause reassessment will be a first diet. (This applies even where the progress requirement on a masters degree has been satisfied, as the student may elect to complete additional assessment in August.)
By 15 March 2020 student was already unable to satisfy the minimum requirements for award of credit	CR	<ul style="list-style-type: none"> <li>- Failed to achieve a minimum attendance requirement (adjusted to take account of any sessions that were not delivered)</li> <li>- [Unusual scenario] By 15 March did not submit an assessment component weighted &gt;25% (not 35% because this is pre-Covid so is covered by the usual rules) and did not submit at the reassessment opportunity (if, exceptionally, the reassessment opportunity was delivered early).</li> </ul>



## Course Grade return following reassessment

Grades returned from the summer reassessment period should follow the principles outlined in the tables above.

In relation to assessment initially taken after 15 March:

- any improved performance at reassessment should be returned as a revised 1<sup>st</sup> diet course grade. If the performance is worse, the first grade should be retained. This includes where the grade is CA.
- Where two components from one course are retaken and one is an improved performance and the other is not, the revised course grade should reflect the best performances on each component.

For course results following reassessment, special attention should be paid to whether the grade is reported as a first diet or a second diet result.

<b>1<sup>st</sup> diet assessment: all undertaken by 15 March</b>			
E.g. on a PGT programme, semester 1 course: Essay submitted November E2 (50%), Exam taken in December D3 (50%); <b>1st diet</b> course result E1			
<i>Reassessment undertaken</i>	<i>Reassessment results</i>	<i>Course result to be returned</i>	<i>Note</i>
All completed by 15 March (This is unusual as reassessment for full-time students is usually undertaken over the summer.)	Essay D1 Exam C2	C3 - <b>2<sup>nd</sup> diet</b>	No further reassessment opportunity as 2 <sup>nd</sup> diet completed prior to period covered by No Detriment policy
Some or all after 15 March E.g. Essay re-submitted 1 March, exam retaken in August	Essay D1 Exam C2	C3 - <b>2<sup>nd</sup> diet</b>	For the exam there may be a further opportunity as reassessment took place within the period covered by the ND policy*

<b>1<sup>st</sup> diet assessment: some undertaken by 15 March, some after 15 March</b>			
E.g. on a PGT programme, semester 1 course, Essay submitted November E2 (50%), exam taken in April D3 (50%); <b>1<sup>st</sup> diet</b> course result CA (as aggregated grade E1 is below D3)			
<i>Reassessment undertaken</i>	<i>Reassessment results</i>	<i>Course result to be returned</i>	<i>Note</i>
Some by 15 March, some after 15 March E.g. Essay re-submitted 1 March, exam retaken in August. (Although the resubmitted essay result is available at the June board, it must not be included in the 1 <sup>st</sup> diet grade returned at that time.)	Essay D1 Exam C2	D2 – (Essay E2 + Exam C2) at autumn board replace <b>1<sup>st</sup> diet</b> result because the resat exam replaces the first attempt taken within the period covered by the ND policy. C3 – (Essay D1 + Exam C2) <b>2<sup>nd</sup> diet</b>	No further reassessment opportunity exists for the essay as the resubmission took place prior to the period covered by the ND policy. In some circumstances, there may be a further opportunity on the exam as it was resat within the period covered by the ND policy*
<b>1<sup>st</sup> diet assessment all undertaken after 15 March</b>			
E.g. on a PGT programme, semester 2 course, Essay submitted 1 April E2 (50%), exam taken in April D3 (50%); <b>1<sup>st</sup> diet</b> result CA (as aggregated grade E1 is below D3)			
<i>Reassessment undertaken</i>	<i>Reassessment results</i>	<i>Course result to be returned</i>	<i>Note</i>
All reassessment completed after 15 March Essay submitted over the summer Exam resat in August	Essay D1 Exam C2	C3 – replace <b>1<sup>st</sup> diet</b> result	This is still a 1 <sup>st</sup> diet result because both components were originally taken during the period covered by the ND policy. In some circumstances, a further opportunity may be available on both components as they were retaken with that period too.*

\*Further opportunities will be limited. These are set out in [Appendix 4](#).

## Summary of reassessment options

The table covers the position after the June exam boards, for the majority of programmes, where reassessment is set in the summer. For programmes where reassessment is set at other times, alternative arrangements may be in place.

The amount of assessment required to be completed to qualify for an award or to satisfy progress requirements has been amended for 2019-20 (generally 65% of relevant assessment is required – see main No Detriment policy). Reassessment that is **available** may therefore not need to be completed.

Reassessment opportunities will be made available to a wider than normal population of students. This is to reflect the fact that for a range of reasons students may not be able to complete assessment in the period affected by Covid-19 or their performance in such assessment may be impacted. Students should be advised to consider carefully the amount of reassessment to be completed. Final-year honours and integrated masters degree students who are eligible for award have the option of sitting a full resit of the April/May exam diet but it is recommended that they should only opt for this where they were unable to sit the first diet of assessment or they believe their overall performance was significantly affected as a result of Covid-19.

As usual, eligibility for reassessment extends only to components not identified in course documentation as exempt from reassessment (this is where assessment has been judged not to be replicable, e.g. labs, groupwork projects).

Programmes with professional/accreditation requirements may have different arrangements.

## Meaning of ‘first diet’ and ‘second diet’ and implications for Grade Point Average

The tables indicate whether reassessment will be treated as a first diet or second diet. This refers to the way that the overall course grade contributed to by the assessment will be recorded on the student transcript.

The No Detriment policy sets out the way that grade point average should be calculated from assessment completed in 2019-20. In particular, it states that in relation to assessment completed within the period affected by the Covid-19 pandemic (that is, after 15 March), grade point average will be determined by the results achieved in individual **components of assessment**. This differs from the normal approach where the GPA is calculated by combining the grade points associated with **overall course results**. This has particular significance in relation to masters degrees and postgraduate certificates and diplomas where only results achieved at the first attempt can count towards eligibility for the award of merit and distinction. In order to be considered as a ‘first diet GPA’ for this purpose, only the following may be included in the calculation:

- Components of assessment taken by 15 March as a first attempt (- all of which must be included in the baseline GPA)
- Components of assessment taken after 15 March as a first attempt (e.g. coursework submitted for the first time in April 2020, exams taken for the first time during the April/May assessment diet)
- Components taken after 15 March that are being treated as a first diet (components taken by 15 March in relation to which good cause

had been accepted, and components listed under 'Additional opportunities available' on masters, PG Diploma and PG Certificate programmes).

A GPA calculated by including any components of assessment that are a second attempt cannot be used to satisfy the requirements for the award of merit or distinction.

<b>L1, L2</b>		
All courses	<b>No reassessment available</b> (covers MV, CW and courses where overall course grade is below D3).	
<b>Level 3 non-honours</b>		
	<b>Reassessment available</b>	<b>Reassessment treated as</b>
Courses where no 1 <sup>st</sup> diet assessment scheduled after 15 March	<u>Normal opportunities available (where student not graduated in June):</u> <ul style="list-style-type: none"> <li>- Components with good cause accepted</li> <li>- Courses where overall course grade &lt; D3 (includes where result = CW) – all components available for reassessment.</li> </ul>	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> diet</li> <li>- 2<sup>nd</sup> diet</li> </ul>
Courses where some or all 1 <sup>st</sup> diet assessment scheduled after 15 March	<u>Normal opportunities available (where student not graduated in June):</u> <ul style="list-style-type: none"> <li>- Components by 15 March where good cause accepted</li> <li>- Courses where overall course grade &lt; D3 (includes where result = CW)</li> </ul> <u>Additional opportunities available</u> <ul style="list-style-type: none"> <li>- Students may elect to be assessed in any assessment component (exams and/or coursework) scheduled after 15 March, irrespective of whether they attempted that component at first diet and irrespective of the component result or overall course result achieved if they attempted it.</li> </ul> <p>This opportunity exists for students who are eligible for award in June who decline the award as well as for those who are not yet eligible.</p>	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> diet</li> <li>- 1<sup>st</sup> diet where ONLY components originally scheduled after 15 March are repeated; 2<sup>nd</sup> diet where ANY components originally scheduled by 15 March are repeated.</li> <li>- 1<sup>st</sup> diet</li> </ul>

<b>Honours/integrated masters - Continuing students</b>		
	<b>Reassessment available</b>	<b>Reassessment treated as</b>
Courses where no 1 <sup>st</sup> diet assessment scheduled after 15 March	<u>Normal opportunities available:</u> <ul style="list-style-type: none"> <li>- Components with good cause accepted</li> </ul>	- 1 <sup>st</sup> diet
Courses where some or all 1 <sup>st</sup> diet assessment scheduled after 15 March	<u>Normal opportunities available:</u> <ul style="list-style-type: none"> <li>- Components by 15 March where good cause accepted</li> </ul> <u>Additional opportunities available</u> <ul style="list-style-type: none"> <li>- Students may elect to be assessed in any assessment component (exams and/or coursework) scheduled after 15 March, irrespective of whether they attempted that component at first diet and irrespective of the component result or overall course result achieved if they attempted it.</li> </ul>	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> diet</li> <li>- 1<sup>st</sup> diet</li> </ul>
<b>Honours/integrated masters – Final year students: Eligible to graduate</b>		
	<b>Reassessment available</b>	<b>Reassessment treated as</b>
Courses where no 1 <sup>st</sup> diet assessment scheduled after 15 March	<u>No opportunities available</u>	
Courses where some or all 1 <sup>st</sup> diet assessment scheduled after 15 March	<u>Additional opportunities available:</u> Student may decline award and elect to undertake a full repeat of the exams taken at April/May exam diet.	- 1 <sup>st</sup> diet
<b>Honours/integrated masters – Final year students: Not yet eligible to graduate</b>		
	<b>Reassessment available</b>	<b>Reassessment treated as</b>
Courses where no 1 <sup>st</sup> diet assessment scheduled after 15 March	<u>Normal opportunities available:</u> <ul style="list-style-type: none"> <li>- Components with good cause accepted</li> </ul>	- 1 <sup>st</sup> diet

<p>Courses where some or all 1<sup>st</sup> diet assessment scheduled after 15 March</p>	<p><u>Normal opportunities available:</u></p> <ul style="list-style-type: none"> <li>- Components by 15 March where good cause accepted</li> </ul> <p><u>Additional opportunities available</u></p> <ul style="list-style-type: none"> <li>- Students may elect to be assessed in any assessment component (exams and/or coursework) scheduled after 15 March, irrespective of whether they attempted that component at first diet and irrespective of the component result or overall course result achieved if they attempted it.</li> </ul>	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> diet</li> <li>- 1<sup>st</sup> diet</li> </ul>
<b>Postgraduate taught masters: award not made until autumn exam board</b>		
	<b>Reassessment available</b>	<b>Reassessment treated as<sup>28</sup></b>
<p>Courses where no 1<sup>st</sup> diet assessment scheduled after 15 March</p>	<p><u>Normal opportunities available:</u></p> <ul style="list-style-type: none"> <li>- Components with good cause accepted</li> <li>- Courses where overall course grade &lt; C3 (includes where result = CW) – all components available for reassessment.</li> </ul>	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> diet</li> <li>- 2<sup>nd</sup> diet</li> </ul>
<p>Courses where some or all 1<sup>st</sup> diet assessment scheduled after 15 March</p>	<p><u>Normal opportunities available:</u></p> <ul style="list-style-type: none"> <li>- Components by 15 March where good cause accepted</li> <li>- Courses where overall course grade &lt; C3 (includes where result = CW)</li> </ul> <p><u>Additional opportunities available</u></p> <ul style="list-style-type: none"> <li>- Students may elect to be assessed in any assessment component (exams and/or coursework) scheduled after 15 March, irrespective of whether they attempted that component at first diet and irrespective of the component result or overall course result achieved if they attempted it.</li> </ul>	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> diet</li> <li>- 1<sup>st</sup> diet where ONLY components originally scheduled after 15 March are repeated; 2<sup>nd</sup> diet where ANY components originally scheduled by 15 March are repeated.<sup>28</sup></li> <li>- 1<sup>st</sup> diet</li> </ul>

<sup>28</sup> See note above regarding calculation of GPA for merit/distinction

Postgraduate taught Certificates/Diplomas		
	Reassessment available	Reassessment treated as <sup>29</sup>
Courses where no 1 <sup>st</sup> diet assessment scheduled after 15 March	<u>Normal opportunities available:</u> <ul style="list-style-type: none"> <li>- Components with good cause accepted</li> <li>- Courses where overall course grade &lt; D3 (includes where result = CW) – all components available for reassessment.</li> </ul>	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> diet</li> <li>- 2<sup>nd</sup> diet</li> </ul>
Courses where some or all 1 <sup>st</sup> diet assessment scheduled after 15 March	<u>Normal opportunities available:</u> <ul style="list-style-type: none"> <li>- Components by 15 March where good cause accepted</li> <li>- Courses where overall course grade &lt; D3 (includes where result = CW)</li> </ul> <u>Additional opportunities available</u> <ul style="list-style-type: none"> <li>- Students may elect to be assessed in any assessment component scheduled after 15 March, irrespective of whether they attempted that component at first diet and irrespective of the component result or overall course result achieved if they attempted it.</li> </ul> <p>This opportunity exists for students who are eligible for award in June as well as for those who are not yet eligible.</p>	<ul style="list-style-type: none"> <li>- 1<sup>st</sup> diet</li> <li>- 1<sup>st</sup> diet where ONLY components originally scheduled after 15 March are repeated; 2<sup>nd</sup> diet where ANY components originally scheduled by 15 March are repeated.<sup>29</sup></li> <li>- 1<sup>st</sup> diet</li> </ul>

<sup>29</sup> See note above regarding calculation of GPA for merit/distinction

### Possible further assessment/reassessment opportunities after summer assessment period

Any courses where good cause had been accepted prior to 15 March and the relevant component(s) have not yet been retaken should remain recorded as MV. In advising students on whether such outstanding assessments should be completed, the overall burden of assessment in the subsequent year should be taken into account.

By the time of the autumn Exam Boards most students will have had the following opportunities within the period covered by the No Detriment policy:

- In relation to assessment first scheduled by 15 March where the student was eligible for reassessment: one reassessment opportunity in the summer including the August exam diet
- In relation to assessment first scheduled after 15 March: first diet in the spring and reassessment opportunity in the summer including the August exam diet.

The opportunities falling within this period are all considered as potentially impacted by adverse circumstances. Therefore, while it is anticipated that students will have had sufficient opportunity to satisfy the amended requirements for award of a degree, as set out in the No Detriment policy, it is possible that some will believe that their overall ability to demonstrate their best performance has been compromised. Students who are eligible for a degree who are considering declining the award should be made aware that this may have significant implications (e.g. funding, visas, as well as potential changes to course content and availability, and a delayed date of award).

The opportunities for further assessment after the summer assessment period are set out below:

Programme		Further assessment opportunities available after August	
Honours/integrated masters programme	Students who rejected an award in June and took the full exam resit diet in August	No further assessment opportunities available.	Students will either accept the better award resulting from either of the two exam diets or may ask to be considered for an unclassified honours degree.
	Students who rejected an award in June and were unable to resit the full exam resit diet in August  Students who remain ineligible for the degree	May be offered a further attempt at a later date where practicable. This opportunity may be limited by circumstances e.g. the scheduling of exams and possible non-running or change of content of courses in 2020-21.	Eligible students may accept the June award or may ask to be considered for an unclassified honours degree.



<p>PGT and ordinary/DD degree</p>	<p>Students who are eligible for the degree and who had completed <math>\geq 65\%</math> of assessment by 15 March</p> <p>Students eligible for the degree who had completed <math>&lt; 65\%</math> of assessment by 15 March and all assessment included in final GPA was equal to or above the baseline</p>	<p>No further assessment opportunities available</p>	<p>Students to accept the offered degree</p>
	<p>Students who are eligible for the degree whose final GPA includes component results that were below the baseline GPA</p> <p>Students who remain ineligible for the degree</p>	<p>Further assessment opportunities may be offered at a later date where practicable. Assessment opportunities may be limited by circumstances e.g. the scheduling of exams. and possible non-running or change of content of courses in 2020-21.</p>	<p>Eligible students may accept the offered degree or decline offer and complete later assessment.</p>
<p>Honours/integrated masters and PGT</p>	<p>Continuing students who have completed <math>\geq 65\%</math> of the assessment associated with the year</p>	<p>Exceptional assessment opportunities offered over the summer 2020 that were not taken up should be considered no longer available unless the School considers another opportunity desirable and practicable.</p>	
	<p>Continuing students who have completed <math>&lt; 65\%</math> of the assessment associated with the year</p>	<p>Students' situation should be considered on a case-by-case basis as to whether deficit can be made up through further assessment or whether a full repeat of the year's assessment is required.</p>	

## Operation of discretion under the No Detriment policy

[The following arrangements take effect in respect of decisions being made in the exam boards for final awards made in academic year 2019-20. Advice will follow on the position for future graduating cohorts whose assessment has in part been completed during the period impacted by the Covid-19 pandemic].

The Guide to the Code of Assessment sets out the discretionary criteria available in normal circumstances to exam boards when making borderline decisions for Honours and PGT masters awards. These criteria provide additional evidence that may support the promotion of a student from a borderline zone to the higher classification.

The No Detriment policy that has been introduced in response to the Covid-19 pandemic makes changes to the way that the results of assessment are treated when calculating a student's grade point average. The changes affect:

- the volume of completed assessment required for an award
- the selection of assessment results for inclusion in grade point average and the way that those results are aggregated
- the availability of reassessment opportunities.

In the context of the current pandemic, the information available to exam boards may be significantly different from usual, with gaps in assessment varying partly in relation to the way that programmes/courses schedule their assessments (by or after 15 March) as well as in relation to the particular circumstances being experienced by students.

In light of these factors, it has been decided that the guidelines for the operation of discretion are suspended,<sup>30</sup> as there is low confidence that applying the usual criteria would provide reliable and equitable additional evidence on which to base decisions. In their place the following amended rules will be applied:

Students whose grade point average puts them in the following bands will be promoted automatically to the classification indicated:

	Grade point average	Classification
Honours and integrated masters students	17.5 – 17.9	1st class
	14.5 – 14.9	2.1
	11.5 – 11.9	2.2
	8.5 – 8.9	3 <sup>rd</sup> class
PGT Masters combined grade point average (taught courses GPA + dissertation/project)	17.5 – 17.9	Distinction
	14.5 – 14.9	Merit
<b>Note:</b> In order to qualify for the award of merit and distinction, PGT masters students must also meet the minimum requirements in relation to the taught courses GPA and to the dissertation/project grade as specified in the relevant degree regulations.		
PGT Diploma/Certificate	17.5 – 17.9	Distinction
	14.5 – 14.9	Merit

<sup>30</sup> This is a temporary arrangement and has no relevance to the review of the future operation of discretion currently being conducted by Academic Standards Committee.

### **Referral of cases to the Clerk of Senate**

Students whose grade point average does not fall within the above bands will not be automatically promoted. There may be a small number of cases identified by exam boards where there is concern that a student could be disadvantaged if not also considered for promotion. These cases will relate to students whose final GPA includes **all or almost all** results from assessment taking place within the period affected by Covid-19. These students will not have not benefited from the setting aside of poorer performances, and the available information may support promotion through application of the published discretionary criteria.

Cases where a student's GPA is in the lower half of the discretionary zone i.e. between .1 and .4 may be referred to the Clerk of Senate as follows:

- where a small amount, or none, of post-15 March assessment has been disregarded in the calculation of final GPA, up to a maximum of 10% of **weighted** programme assessment (see further below) or, in the case of PGT programmes, a maximum of 10% of taught courses assessment; **and**,
- where, on incorporating the disregarded component(s), the GPA would remain in the .1 - .4 discretionary range: **and**,
- where application of published discretionary criteria (such as course grade profile) would, under normal circumstances, have resulted in promotion to the next classification.

This applies to students with a grade point average in the following bands who meet all of the above criteria:

	Grade point average
Honours and integrated masters students	17.1 – 17.4
	14.1 – 14.4
	11.1 – 11.4
	8.1 – 8.4
PGT Masters combined grade point average (taught courses GPA + dissertation/project)	17.1 – 17.4
	14.1 – 14.4
<b>Note:</b> In order to qualify for the award of merit and distinction, PGT masters students must also meet the minimum requirements in relation to the taught courses GPA and to the dissertation/project grade as specified in the relevant degree regulations.	
PGT Diploma/Certificate	17.1 – 17.4
	14.1 – 14.4

#### 10% Maximum weighted programme assessment

On honours programmes the weighting of junior and senior honours needs to be taken into account. For example, on an honours programme where JH and SH are equally weighted, each 20 credit course in senior honours carries 8.3% of programme assessment weighting. Therefore, say, two 50% components (from 20 credit courses) could have been disregarded from calculation of the final GPA.

On an honours programme where the years are weighted JH 25% SH 75%, each senior honours 20 credit course carries 12.5% of programme weighting. One component weighted at 75% (worth 9.4% of programme assessment) could therefore have been disregarded.

On a PGT course with 120 taught credits, each 20 credit course carries 16.7% of the assessment contributing to the taught GPA. One component weighted at 60% assessment for the course (worth 10% of the total taught course assessment) could have been disregarded.

Examples of cases to be referred:

*Example 1: a senior honours student whose final GPA is 14.4:*

- where their grade point average represents the aggregation of all actual assessment grades (in other words, all assessment after 15 March has been completed and none has been disregarded under the No Detriment policy), and
- where their course grade profile would, under normal circumstances, have resulted in promotion to the next classification.

*Example 2: a senior honours student (junior honours and senior honours years equally weighted) whose final GPA is 14.3:*

- the student's baseline GPA was 13.5. In one exam weighted 50% of a 20 credit course the student's result was C3 (12) and was therefore disregarded from calculation of final GPA. If that grade had been included in the calculation, the final GPA would have been 14.2, and,
- under normal circumstances, the course grade profile – including the C3 grade – would have resulted in promotion to the next classification.

Any such cases identified by boards should be referred for review by the Clerk of Senate at [clerk-of-senate@glasgow.ac.uk](mailto:clerk-of-senate@glasgow.ac.uk). The Clerk of Senate will work with a small group of senior Academic Services staff to make a recommendation to the Exam Board using consistent criteria and ensuring equity of treatment for students across the University. Assistance can be provided in identifying relevant cases.

## Application of No Detriment Policy for awards being made in 2020-21 and subsequent sessions

### 1. Students who were scheduled to complete their studies in 2019-20

Some students who were scheduled to complete in 2019-20 will not yet have graduated because they did not meet the minimum threshold of completed assessment set out in the No Detriment policy. For example:

- a one-year PGT student who after the August 2020 diet has completed less than 65% of the taught course assessment so, even if they complete the dissertation, they would not be eligible for the masters degree;
- a senior honours student who has completed less than 65% of the programme assessment by the end of August 2020.

In order to qualify for the award for which they are registered, the student must satisfy the relevant requirements set out in the No Detriment policy. Thus the one-year PGT student must complete further assessment to meet the 65% of taught course assessment requirement. Similarly, the senior honours student must complete further assessment to meet the 65% of overall programme assessment requirement.

The School should agree with the student which assessments are to be completed in order to bring the student up to the required threshold. There may be situations where it is in the best interests of the student to complete more than the minimum volume (e.g. to achieve a grade for a particular course on the transcript). However, any assessment completed after 11 September 2020 will not come under the ND policy and must therefore be counted towards the GPA unless a good cause claim is accepted. For example, a student is required to complete one further piece of coursework to meet the 65% threshold but it is agreed that they will complete two. The student performs better in one of the pieces of coursework. The weaker performance cannot be disregarded from the GPA unless a good cause claim covering that assessment is accepted.

### 2. Students whose studies are continuing in 2020-21 for whom some assessment that contributes towards their final award was scheduled between 16 March and 11 September 2020

#### ***2.1 Continuing honours students now entering senior honours and integrated masters students now entering 4<sup>th</sup> or 5<sup>th</sup> year of the programme***

All students were required to complete at least 65% of the assessment associated with the session 2019-20 in order to progress to session 2020-21.

The usual rules on Incomplete Assessment and Good Cause permit an award to be made where at least 75% of overall programme assessment has been completed.<sup>1</sup> For senior honours students graduating in 2020-21 and integrated masters students graduating in 2020-21 and 2021-22, this rule will be applied in relation to **assessment taking place outwith the period identified in the No**

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<sup>1</sup> Except on certain programmes where professional/accreditation considerations apply and more assessment must be completed.

**Detriment policy** (i.e. in relation to all assessment taking place by 15 March 2020 and all assessment taking place after 11 September 2020, including that taking place during 2020-21).

Example: Senior honours student in 2020-21

The volume of assessment across the honours programme is split with 50% in junior honours and 50% in senior honours. The assessment breaks down as follows:

	Assessment by 15 March 2020	Completed?	Assessment taking place between 16 March and 11 September 2020 (No Detriment period)	Completed?	Assessment after 11 September 2020	Completed?
<b>Junior honours</b>						
Course 1 20 credits	Essay (50%) Essay (50%)	Yes No (MV)				
Course 2 20 credits	Class test (30%)	Yes	Exam (70%)	No		
Course 3 20 credits	Essay (40%)	Yes	Project (60%)	Yes		
Course 4 20 credits	Project (60%)	Yes	Exam (40%)	Yes		
Course 5 20 credits			Essay (60%) Exam (40%)	Yes No		
Course 6 20 credits			Class test (30%) Exam 70%	Yes Yes		
<b>Senior honours</b> 120 credits					All components	Yes except 1 x 50% exam missed (MV)

The assessment for each 20 credit course represents 8.3% (20/240) of the total programme assessment.

Volume of assessment taking place outwith the No Detriment period comprises:

	Proportion of course assessment	Proportion of programme assessment
<b>Junior honours</b>		
Course 1	Essay (50%) Essay (50%)	8.3
Course 2	Class test (30%)	2.5
Course 3	Essay (40%)	3.3
Course 4	Project (60%)	5.0
Course 5	-	
Course 6	-	
<b>Senior honours</b>		
All assessment for 6 x 20 credit courses		50.0
<b>Total</b>		69.1

Of the total programme assessment, 69.1% falls outwith the No Detriment period. Students must complete at least 75% of this assessment in order to be eligible for award of the degree. That is,  $69.1 \times 0.75 = 51.8\%$  of programme assessment. (None of the assessment taking place within the No Detriment period can contribute to this 51.8%.)

#### Notes

1. The requirement to complete at least 75% of assessment falling outwith the No Detriment period is additional to satisfying the progress requirement from junior honours to senior honours.
2. The normal rules for Good Cause and Incomplete Assessment apply to any assessment scheduled by 15 March 2020 and to all senior honours assessment. Therefore assessment scheduled in these periods can only be set aside from calculation of GPA where a properly completed good cause claim is accepted by the School.

In this example, in junior honours the student missed one essay on Course 1 (50% weighting) with good cause and in senior honours misses one exam (50% course weighting) with good cause.

Total assessment taking place outwith No Detriment period = 69.1%

**Of that assessment**, the student has missed two 50% course components = 8.3%

Amount of assessment taking place outwith the No Detriment period completed by student = 60.8%

The student has therefore met the requirement to complete at least 51.8% of the programme assessment taking place outwith the No Detriment period and, if they have met all the other requirements, will be eligible for award of the honours degree in summer 2021.

## **2.2 Continuing PGT and UG non-honours**

***This applies to full-time and part-time students on PGT programmes whose programme spans at least sessions 2019-20 and 2020-21, and students entering year 3 of an Ordinary/Designated Degree in 2020-21.***

The usual rules on Incomplete Assessment and Good Cause on PGT and non-honours UG programmes deal with missed assessment on a course by course basis rather than by looking across the programme assessment as a whole. A course result may be returned on the basis of completion of 75% of the **course** assessment. If less than 75% of the course assessment has been completed then the course is treated as not having been assessed. For assessments taken in 2019-20 these rules were varied by the No Detriment policy. **For assessment on courses taken in 2020-21 the usual rules have been reinstated.** Therefore, irrespective of the total amount of assessment completed in 2019-20, a student who in 2020-21 has more than 25% of assessment on any **course** set aside under good cause will be required to complete further assessment before being eligible for award of the degree.

Note: On most part-time PGT programmes there is no formal requirement in relation to progression into a subsequent academic session (as the rate at which students complete courses on a part-time programme varies). However, it is assumed that the majority of such students will have completed at least 65% of the assessment associated with courses taken in 2019-20. Where that has not happened, Schools should refer cases to the Clerk of Senate for advice on what is required for the award to be made.

## **3. Calculation of final GPA**

The No Detriment policy indicates that for students continuing in 2020-21 a baseline GPA will be calculated from all assessment completed outwith the ND period, both before and after the period 16 March to 11 September 2020.

For continuing students who will complete their studies in 2020-21 or a subsequent year, calculation of final GPA should follow the principles set out in No Detriment policy and shown in detail in Appendix 1. For example, for calculating the GPA for a senior honours student graduating in 2020-21, the baseline GPA will comprise the aggregation of:

- assessments taken in junior honours: **component** results from assessments taken by 15 March 2020, and
- assessments taken in senior honours: overall **course grade** results from all courses taken in 2020-21.

The final GPA will comprise the aggregation of:

- baseline GPA, and
- component results from assessments taken between 16 March and 11 September 2020 that are greater than or equal to the baseline GPA.



#### **4. Discretion in final awards**

Appendix 5 of the No Detriment policy sets out the arrangements taking effect in respect of decisions being made in the exam boards for final awards made in academic year 2019-20. These arrangements reflect the non-standard nature of assessment information available, meaning that there was low confidence that applying the usual criteria would provide reliable and equitable additional evidence on which to base decisions.

For final awards being made in 2020-21, the same amended arrangements will apply, given that students continuing from 2019-20 will have taken assessment in the period covered by the No Detriment period.

In order to avoid confusion, these arrangements will also apply to students taking one-year programmes commencing in 2020-21.

The position for students due to complete their studies in 2021-22 will be reviewed and advised in due course.