

No Detriment Policy

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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.¹

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,² including the calculation of assessment completed before and after the period of impact from Covid-19.

¹ 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.

² 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.³
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).

³ 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 suspended⁴** and students will not be required to notify the University of any adverse circumstances which have affected their assessments after that

⁴ 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.⁵ 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.

⁵ 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% (worked examples will follow):

- 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 exams⁶ 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% (*worked examples will follow*):

- 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,⁷ 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

⁶ A further statement on this is given at Appendix 2.

⁷ 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.

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 exams⁸ 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).

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.

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

⁸ A further statement on this is given at Appendix 2.

- 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% (worked examples will follow):

- 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% (worked examples will follow):

- 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,⁹ 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.
- 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. Details of such opportunities will be provided as they become available.

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.

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.

⁹ 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.

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% (worked examples will follow):

- 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% (worked examples will follow):

- 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,¹⁰ 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.

¹⁰ 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.

- 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,¹¹ 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.

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

¹¹ 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.

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% (worked examples will follow):

- 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% (worked examples will follow):

- 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,¹² 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. Details of such opportunities will follow.

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% (worked examples will follow):

- 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.

¹² 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.

- 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% (worked examples will follow):

- 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,¹³ 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.

More detail on the approach to be applied on part-time PGT programmes will follow.

¹³ 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.

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**.

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. 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.