

Dear Colleagues,

Following on from the guidance issued by the Examinations Office on 29 July 2020. Please see below details of which Exam Board Note (EBN) to use for specific scenarios with a few extra notes for clarity.

1. Assessments taken as a first attempt in June

	Outcome at June Exam Board							
Supplementary Outcome	P	PAS	PAL	FAL	FSR	FAS	F	ABSM
Pass	NA	P	P	P	P	P	PH	P
Fail	NA	NA	NA	F	F	F	FAL	F
Absent	NA	ABSM	ABSM	ABSM	ABSM	ABSM	ABSM	ABSM

2. Assessments taken as a second attempt in June

	Outcome at June Exam Board					
Supplementary Outcome	PH	FAL	FSR	FAS	F	ABSM
Pass	NA	PH	PH	PH	NA	PH
Fail	NA	F	F	F	NA	F
Absent	NA	ABSM	ABSM	ABSM	NA	ABSM

3. Assessments taken during 1st Semester

	Outcome for AUT 2191 modules				
Supplementary Outcome	P	PH	F	ABSM	ABS
Pass	NA	NA	PH	PAL	PH
Fail	NA	NA	FAL	FAL	FAL
Absent	NA	NA	ABSM	ABSM*	ABSM

Note * Students could also be recorded as FAS or PAS instead of ABSM should it be possible to assign a mark.

4. Assessments recorded as incomplete (INC)

4.1 Assessments taken on or after 16 March 2020 and recorded as 'INC'

Should the student successfully complete the failed compulsory component(s) that resulted in the 'INC' outcome, the overall module mark should be recalculated on the basis of the new result(s) for the component(s).

Should the student fail to complete the failed compulsory component(s) that resulted in the 'INC' outcome, the overall module mark should be recorded the same as it was for the June result. Students would be eligible for another no penalty attempt of the compulsory component(s) at a future date.

4.2 Assessments taken before 16 March 2020 and recorded as 'INC'

Should the student successfully complete the failed compulsory component(s) that resulted in the 'INC' outcome, the overall module mark obtained at the first attempt should be recorded as a pass, 'P'.

Should the student fail to complete the failed compulsory component(s) that resulted in the 'INC' outcome, the overall module mark should be recorded as 39 F for an undergraduate module, or 49 F for a postgraduate module.

5. Students who achieve a lower mark for their second attempt

It has been agreed that where a student achieves a lower mark for the second attempt at a component; that the higher component mark from the first attempt, will be used to calculate the final overall module mark.

In the circumstance that a student doesn't improve their mark for any of their second attempts at components and therefore the final module mark is the same as the first attempt, please post the mark for the first attempt in the supplementary grade roster.