Emergency Regulations 2019/20 in response to Covid-19

1. Circumstances in which the emergency regulations apply

(1) In response to the Covid-19 pandemic, the following emergency regulations have been approved for the remainder of the 2019/20 academic year by the Chair of the Executive Committee for Assessment acting on behalf of the College Executive Committee for Assessment. These Emergency Regulations, which suspend or vary particular regulatory requirements, are to be read in conjunction with the existing Academic Regulations for 2019/20. All regulations in respect of academic misconduct continue to apply.

2. Variation to validated assessment regime- models of assessment that are appropriate

(1) Where appropriate, variations to the validated assessment regime for all taught courses can be made. These variations should follow the Assessment Principles which set out acceptable models of alternative assessment and which have been agreed by the College in consultation with the Schools and Student Union representatives.

(2) Due to time constraints there is no requirement for prior external examiner approval to implement alternative assessments. All changes must be reported to the relevant Department Assessment Board and School Progression and Awards Board.

3. Deferral of assessment

(1) All undergraduate and postgraduate taught students have the option to apply by a specified date for a deferral of their Term 3 alternative assessments. There is no requirement for students who apply for a deferral to have extenuating circumstances or to provide supporting evidence.

(2) If a student is not in a position to complete or does not wish to complete the alternative assessment(s) offered in place of formal examination(s) that were scheduled to take place on campus during Term 3, then they may request to defer all of their alternative assessments until the next available assessment period or to the next academic year. The format and timing of these assessments cannot currently be guaranteed due to the ongoing Covid-19 emergency.

(3) Any such request for a deferral will not be regarded as the student having made an attempt at the course assessment on that occasion. In the case of postgraduate taught students this will not count towards the two occasions upon which they may request a deferral (Postgraduate Taught Regulations 2019-20 Section 14 (c)).

(4) No deferral requests will normally be permitted after the start of the Alternative Assessment period, as it will be deemed the student has made the decision to undertake the alternative assessments offered to them.

4. Extenuating circumstances

(1) Any extenuating circumstances applications submitted for assessments due before 2 March 2020 will be considered by the Extenuating Circumstances Committee, as outlined in the Regulations on the Conduct of Assessment 2019/20 so a recommendation can be made to the Department Assessment Board. This will enable a Safety Net position to be established for consideration of the students’ results. (see sections 11 and 12)
(2) Extenuating circumstances applications for Term 1 assessments and January examinations submitted by the deadline of 31 January 2020 were assessed and considered by the Extenuating Circumstances Committee. The Extenuating Circumstances Committee recommendations for accepted applications will be considered by the Department Assessment Boards in order to establish the Safety Net position for these students. Students whose applications were not accepted have been notified of the outcome.

(3) Students who have made an application after 31 January 2020 or were intending to make an extenuating circumstances application after 31 January 2020 for assessments due before 2 March 2020, who now find themselves in a position where they cannot gain supporting evidence, will have their extenuating circumstances assessed based upon the details provided in their application. A lack of supporting documentary evidence will not disadvantage their application.

(4) Students whose assessment submission deadlines fall between 2 March 2020 and 30 June 2020 will have their results considered as part of the Safety Net Policy and section 13 below and therefore, many will not need to make an extenuating circumstances application. However, for those students who wish to submit an extenuating circumstances application for Covid-19 or for any other reason can do so, and do not need to submit additional documentary evidence. Requests will be considered without the need for documentary evidence and the Department Assessment Board(s) will be advised of the application and courses the student indicates have been impacted so they can take this into account when considering a students’ results.

(5) The normal expectation is that the measures implemented for all students, including changes to deadlines, alternative assessment forms, the Safety Net and ‘Best 90/Best credits’ policies are seen as sufficient mitigation for the effects of the Covid-19 Emergency.

5. Submission of Alternative Assessments and Late Submissions

(1) Students should be strongly encouraged to plan their time so they submit their alternative assessment online, by the deadline and via the method(s) for submission of the alternative assessment confirmed to them by their School.

(2) Where students have technological issues close to or at the time of the deadline they should e-mail their School with the reason their submission will be late and then submit their assessment to the ‘late box’.

(3) Where students do not submit, this should be treated in the same manner as if they had missed an examination. Students will be offered another attempt at assessment as outlined in section 13 below.

6. Submission of Overlength Work

(1) Students will be informed if their alternative assessment has a prescribed word limit. Assignment instructions should clarify for students how the word limit is applied in line with School expectations.

(2) In cases where a student’s submission exceeds the permitted word limit, markers should stop marking the work at the permitted word limit.

(3) As a result, for all Term 3 Alternative Assignments there will be no mark penalties applied for exceeding the advised word limit. Undergraduate Regulation 13 (5) on over-length mark penalties is suspended for these purposes.

7. Use of scaling
(1) Where course assessments have been affected, the Department Assessment Board and/or the School Progression and Awards Board may, in exceptional circumstances, scale component marks from completed assessments in cases other than those set out in Sections 14 of the Undergraduate Regulations 2019-20 /Postgraduate Taught Regulations 2019-20.

8. Use of “Allowed” outcomes

(1) In the case of undergraduate students only, where an Allowed outcome for a course is returned this academic year, it will not count towards the limit upon the number of Allowed (AL) outcomes permitted under Section 14 (5) (a) of the Undergraduate Regulations 2019-20 across the programme.

(2) In the case of undergraduate students only, Section 14 (5) (a) will be amended to state that no more than 30 credits of Allowed outcomes may normally be returned within any one stage.

(3) An Allowed outcome for a course will count towards the 90 credits required by students in order to progress or be awarded under Sections 11/12 below.

9. Department Assessment Boards

(1) For this academic year only, the Department Assessment Board terms of reference will include
   (i) to make decisions on award classifications and student progression taking into consideration the impact of extenuating circumstances on students and
   (ii) to make recommendations to the School Progression and Awards Boards on the suspension of regulations where these apply to assessment and student progression

   In considering extenuating circumstances, the Department Assessment Boards will follow the determination of the Extenuating Circumstances Committee who will continue to make the decision as to whether or not a student’s claim for extenuating circumstances can be accepted or not.

(2) Normally internal examiners have a duty to attend meetings of the Department Assessment Board when asked to do so by the Chair. For this academic year only, the Regulations on the Conduct of Assessment 2019-20 will be varied and the requirement that all internal examiners should attend the Department Assessment Board will be removed. The quoracy requirement to have as a minimum all Internal Examiners who are convenors of course units being considered will also be removed. However, those internal examiners who are not asked by the Chair to attend the meeting should be contactable during the time set for the meeting to respond to any queries which may arise.

(3) The minimum quoracy requirements as set out in Section 10 (1) of the Regulations on the Conduct of Assessment 2019-20 remain in place.

(4) The requirement for external examiners to attend the Department Assessment Board remains in place, as does the requirement for the Chief External Examiner to attend the meeting of the Department Assessment Board to which they have been appointed.

(5) Department Assessment Boards may be virtual meetings rather than face to face.

(6) Pre-meetings may be held with internal examiners to review course performance and these discussions may be reported by the Chair of the Department Assessment Board to the Department Assessment Board.

(7) The Chair of the School Progression and Awards Board may attend all the Department Assessment Boards within their School.
10. School Progression and Awards Boards

(1) School Progression and Awards Boards will be responsible for ratifying the decisions of the Department Assessment Boards in respect of classification and progression. The School Progression and Awards Boards will make decisions on applying for a suspension of regulation in respect of individual students.

(2) The minimum quoracy requirements as set out in Section 10 (2) of the Regulations on the Conduct of Assessment 2019-20 remain in place.

(3) School Progression and Awards Boards may be virtual meetings rather than face to face.

11. Progression within Programmes

(1) Table 1 below sets out the progression regulations which apply for the academic year 2019/20 and vary the conditions for progression set out in Section 15 Part A and Part B of the Undergraduate Regulations 2019-20 and Appendix A: Integrated Foundation Year regulations

<table>
<thead>
<tr>
<th>Table 1</th>
</tr>
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<tbody>
<tr>
<td><strong>Foundation Year (Year 0)</strong></td>
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<tr>
<td><strong>First Year Undergraduate (Stage One)</strong></td>
</tr>
<tr>
<td>(programmes leading to an award of DipHE, BA, BMus, BSc, BSc (Econ), LL.B, BEng, MEng or MSci)</td>
</tr>
</tbody>
</table>


| **Second Year Undergraduate (Stage Two)**  
| (programmes leading to an award of DipHE, BA, BMus, BSc, BSc (Econ), BEng or LL.B) | The same progression requirements apply to students who are resitting/repeating all or part of Stage One. |
| **Second Year Undergraduate (Stage Two)**  
| (programmes leading to an award of MSci/MEng) | In order to progress from the second to the third stage students must pass with a mark of 40%, be allowed or granted exemption from their stage two courses to the value of 90 credits. Students may be required to pass certain mandatory courses or courses that are requirements for externally accredited degrees. There is no requirement for all 90 credits to be at FHEQ Level 5. |
| **Second Year UG - International Year (Stage Two)** | In order to progress students must achieve a pass outcome. A mark to be awarded on the basis of the work the student was able to complete whilst on their International Year. |
| **Third Year UG - International & Industry Years Bachelors & MSci (Stage Three)** | In order to progress students must achieve a pass outcome in assessed work completed over the summer period. The assessment will be on the basis of as much of the placement as the student was able to complete. |
| **Third Year UG – (Stage Three)**  
| (programmes leading to an award of MSci/MEng) | In order to progress from the third stage to the fourth stage students must pass with a mark of 40%, be allowed or granted exemption from their stage three courses to the value of 90 credits. Students may be required to pass certain mandatory courses or courses that are requirements for externally accredited degrees. |
The requirement to achieve a stage average of 55% in the third year in order to progress to the fourth year of the MSci or MEng is suspended. There is no requirement for all 90 credits to be at FHEQ Level 6.

12. Classification

(1) Table 2 below sets out the classification regulations which apply for the academic year 2019/20 and vary the conditions for consideration for an award set out in Sections 17-19 of the Undergraduate Regulations 2019-20.

Table 2

<table>
<thead>
<tr>
<th>Final Year UG - Bachelors</th>
<th>Safety Net Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>In calculating the final degree percentage a guaranteed Safety Net baseline will be calculated using the second year average and all final year assessment marks that were due for submission before 02 March 2020 and are therefore considered to be unaffected by the coronavirus emergency. All final year work will be double-weighted in calculating the average but the contribution will be proportional to the credit value of the work completed. A Safety Net baseline for finalist students who did not pass enough credits in previous years and are undertaking 'first sits' or repeats will be calculated. In calculating the Safety Net baseline we will use the second and third year averages and all final year assessment marks that were due for submission before 02 March 2020 and are therefore considered to be unaffected by the coronavirus emergency. All third and final year work will be double-weighted in calculating the average but the contribution will be proportional to the credit value of the work completed. A Safety Net calculation for finalist students who did not pass enough credits in previous years and are undertaking capped resits cannot be calculated as these resits are capped.</td>
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</tbody>
</table>

Best 90 Calculation

In addition to the Safety Net calculation the overall percentage for the final year will be calculated on the basis of the best 90 credits out of 120 credits taken by students in the final stage. This mark will be fed into the standard degree calculation 'algorithm'. There is no requirement for all 90 credits to be at FHEQ Level 6.

The higher of the degree percentages calculated by the Safety Net and Best 90 will be used to determine the student’s degree classification. For a student to be awarded
they must pass, be allowed or exempted from 90 credits worth of courses in the final stage.

The raising of classifications will still apply for students who are within 2% of a classification boundary under the Best 90 Policy (but not the Safety Net Policy) and achieve at least 60 credits counting in the final stage above the relevant classification boundary.

Students may be required to pass certain mandatory courses or courses that are requirements for externally accredited degrees.

<table>
<thead>
<tr>
<th>Final Year UG - International &amp; Industry Years Bachelors</th>
<th>Safety Net Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In calculating the final degree percentage a guaranteed Safety Net baseline will be calculated using the second year average, the International/Industry Year course and all final year assessment marks that were due for submission before 02 March 2020 and are therefore considered to be unaffected by the coronavirus emergency. All final year work and the International/Industry Year course will be double-weighted in calculating the average but the contribution will be proportional to the credit value of the work completed.</td>
</tr>
<tr>
<td></td>
<td>A Safety Net baseline for finalist students who did not pass enough credits in previous years and are undertaking ‘first sits’ or repeats will be calculated. In calculating the Safety Net baseline we will use the second year average, the International/Industry Year course and all final year assessment marks that were due for submission before 02 March 2020 and are therefore considered to be unaffected by the coronavirus emergency. All final year work and the International/Industry Year course will be double-weighted in calculating the average but the contribution will be proportional to the credit value of the work completed.</td>
</tr>
<tr>
<td></td>
<td>A Safety Net calculation for finalist students who did not pass enough credits in previous years and are undertaking capped resits cannot be calculated as these resits are capped.</td>
</tr>
<tr>
<td></td>
<td>Best 120 Calculation</td>
</tr>
<tr>
<td></td>
<td>In addition to the Safety Net calculation the overall percentage for the final year will be calculated on the basis of the best 120 credits out of 150 credits students are taking including the International/Industry Year course. This mark will be fed into the standard degree calculation ‘algorithm’. There is no requirement for all 120 credits to be at FHEQ Level 6.</td>
</tr>
</tbody>
</table>
The higher of the degree percentages calculated by the Safety Net and Best 120 will be used to determine the student’s degree classification. For a student to be awarded they must pass, be allowed or exempted from 90 credits worth of courses in the final stage.

The raising of classifications will still apply for students who are within 2% of a classification boundary under the Best 120 Policy (but not the Safety Net Policy) and achieve at least 60 credits counting in the final stage above the relevant classification boundary.

Students may be required to pass certain mandatory courses or courses that are requirements for externally accredited degrees.

<table>
<thead>
<tr>
<th>Final Year UG - MSci</th>
<th>Safety Net Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Net Calculation</td>
<td>In calculating the final degree percentage a guaranteed Safety Net baseline will be calculated using the second and third year averages and all final year assessment marks that were due for submission before 02 March 2020 (and are therefore considered to be unaffected by the coronavirus emergency). All third and final year work course will be double-weighted in calculating the average but the contribution will be proportional to the credit value of the work completed. A Safety Net baseline for finalist students who did not pass enough credits in previous years and are undertaking 'first sits' or repeats will be calculated. In calculating the Safety Net baseline we will use the second and third year averages and all final year assessment marks that were due for submission before 02 March 2020 and are therefore considered to be unaffected by the coronavirus emergency. All third and final year work course will be double-weighted in calculating the average but the contribution will be proportional to the credit value of the work completed. A Safety Net calculation for finalist students who did not pass enough credits in previous years and are undertaking capped resits cannot be calculated as these resits are capped.</td>
</tr>
</tbody>
</table>

| Best 90 Calculation | In addition to the Safety Net calculation the overall percentage for the final year will be calculated on the basis of the best 90 credits out of 120 credits taken by students in the final stage. This mark will be fed into the standard degree calculation 'algorithm'. There is no requirement for all 90 credits to be at FHEQ Level 6. |
The higher of the degree percentages calculated by the Safety Net and Best 90 will be used to determine the student’s degree classification. For a student to be awarded they must pass, be allowed or exempted from 90 credits worth of courses in the final stage.

The raising of classifications will still apply for students who are within 2% of a classification boundary under the Best 90 Policy (but not the Safety Net Policy) and achieve at least 60 credits counting in the final stage above the relevant classification boundary.

Students may be required to pass certain mandatory courses or courses that are requirements for externally accredited degrees.

<table>
<thead>
<tr>
<th>Final Year UG - MSci International &amp; Industry Years (5 year Programmes)</th>
<th>Safety Net Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>In calculating the final degree percentage a guaranteed Safety Net baseline will be calculated using the second year average, the third year average, the International/Industry Year course and all final year assessment marks that were due for submission before 02 March 2020 and are therefore considered to be unaffected by the coronavirus emergency. All third and final year work and the International/Industry Year course will be double-weighted in calculating the average but the contribution will be proportional to the credit value of the work completed.</td>
<td>In addition to the Safety Net calculation the overall percentage for the final year will be calculated on the basis of the best 120 credits (out of 150 credits students are taking including the International/Industry Year course). This mark will be fed into the standard degree calculation ‘algorithm’. There is no requirement for all 120 credits to be at FHEQ Level 6.</td>
</tr>
<tr>
<td>Best 120 Calculation</td>
<td></td>
</tr>
<tr>
<td>The higher of the degree percentages calculated by the Safety Net and Best 120 will be used to determine the student’s degree classification. For a student to be awarded they must pass, be allowed or exempted from 90 credits worth of courses in the final stage.</td>
<td></td>
</tr>
<tr>
<td>The raising of classifications will still apply for students who are within 2% of a classification boundary under the Best 120 Policy (but not the Safety Net Policy) and achieve at least 60 credits counting in the final stage above the relevant classification boundary.</td>
<td></td>
</tr>
</tbody>
</table>
Students may be required to pass certain mandatory courses or courses that are requirements for externally accredited degrees.

<table>
<thead>
<tr>
<th>UG Part-time students</th>
<th>The Best 90 policy will apply across all course modules taken that contribute to the current year of study. This includes those completed prior to the coronavirus outbreak in this academic year and for second stage part-time students, those taken in the previous academic year.</th>
</tr>
</thead>
<tbody>
<tr>
<td>UG Joint students / Combined students</td>
<td>The Safety Net &amp; Best 90 policies will apply across all modules. There is no requirement for an even split of credits across the two subject areas for a joint or combined programme.</td>
</tr>
</tbody>
</table>
| Second Year UG students | **Safety Net Calculation**  
In calculating the final degree percentage the mark for the second year cannot lower the final classification. The final degree mark for students currently studying at Stage Two will be calculated using the College's standard algorithm as appropriate to the degree programme. In addition, a calculation will be made which will exclude the second year average. Students will be awarded their final degree on the basis of the higher of the two calculations.  
**Best 90 Calculation**  
The overall percentage for the second year will be calculated on the basis of the best 90 credits (out of 120 credits students are taking). |
| Third Year UG - MSci & MEng | **Safety Net Calculation**  
In calculating the final degree percentage the mark for the third year cannot lower the final classification. The final degree mark will be calculated using the College's standard algorithm (which for the MSci and MEng double weights the third and final year averages). In addition, a calculation will be made which will exclude the third year average. Students will be awarded their final degree on the basis of the higher of the two calculations.  
**Provisional BSc Safety Net**  
In calculating the final degree percentage a guaranteed Safety Net baseline will be calculated using the second year average and all third year assessment marks that were due for submission before 02 March 2020 and are therefore considered to be unaffected by the coronavirus emergency. All third year work will be double-weighted in calculating the average but the contribution will be proportional to the credit value of the work completed.  
**Retakers for the Provisional BSc Safety Net**  
A Safety Net baseline for finalist students who did not pass enough credits in previous years and are undertaking ‘first sits’ or repeats will be calculated. In calculating the Safety Net baseline we will use the second year average and all |
third year assessment marks that were due for submission before 02 March 2020 and are therefore considered to be unaffected by the coronavirus emergency including courses not being retaken this year. All third year work will be double-weighted in calculating the average but the contribution will be proportional to the credit value of the work completed.

**Best 90 Calculation**
The overall percentage for the third year will be calculated on the basis of the best 90 credits (out of 120 credits students are taking).

**Provisional BSc Award**
The higher of the degree percentages calculated by the Safety Net and Best 90 will be used to determine the Classification.

For a student to be awarded they must pass, be allowed or exempted from 90 credits worth of courses in the final stage.

The raising of classifications will still apply for students who are within 2% of a classification boundary under the Best 90 Policy (but not the Safety Net Policy) and achieve 60 credits in the higher class.

Students may be required to pass certain mandatory courses or courses that are requirements for externally accredited degrees.

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(2) Table 3 below sets out the classification regulations which apply for the academic year 2019/20 and vary the conditions for consideration for an award set out in Section 15 of the Postgraduate Taught Regulations 2019-20. Where entire courses, such as field work, have not been able to be completed then these will be removed from the students overall average calculations.

**Table 3**

<table>
<thead>
<tr>
<th>PGT students</th>
<th>Safety Net Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In calculating the final degree percentage a guaranteed Safety Net baseline will be calculated where students have completed a minimum of 60 credits. This calculation will then include all assessment marks that were due for submission before 02 March 2020 and are therefore considered to be unaffected by the coronavirus emergency.</td>
</tr>
</tbody>
</table>

For Part-Time Students who are in their first year, the Safety Net policy will result in the Safety Net being calculated on the basis of the
Year 2 marks, provided this is at least 60 credits.

A Safety Net baseline for students who did not pass enough credits in previous years and are undertaking uncapped resits, deferred assessments or repeats will be calculated. In calculating the Safety Net baseline we will use all assessment marks that were due for submission before 02 March 2020 and are therefore considered to be unaffected by the coronavirus emergency including courses not being retaken this year.

A Safety Net calculation for finalist students who did not pass enough credits in previous years and are undertaking capped resits cannot be calculated as these resits are capped.

**Best Credits Policy Calculation**

In addition to the Safety Net Calculation the overall percentage for the final year will be calculated on the basis of at least the best 150 credits (out of 180 credits students are taking). As postgraduate taught programmes have different credit weightings this will result in some students discounting a course worth 20 credits, and for others a course worth 30 credits. It will not be possible to split course marks to make up exactly 30 credits. This mark will be fed into the standard degree calculation ‘algorithm’.

For those students studying on a part-time basis, the Best Credit policy will apply across all courses taken that contribute to the current year of study. This includes those completed prior to the coronavirus outbreak in this academic year and for second stage part-time students, those taken in the previous academic year.

The higher of the degree percentages calculated by the Safety Net and Best credits will be used to determine the Classification.

For a student to be awarded they must pass all courses (the pass mark being 50%). Examiners, at their discretion and with the agreement of the External Examiner(s), may condone a mark
between 40-49 in taught courses constituting up to a maximum of 40 credits.

The raising of classifications will still apply for students who are within 2% of a classification boundary under the Best Credits Policy (but not the Safety Net Policy) and the mark for the dissertation/research project is above the classification boundary.

Students may be required to pass certain mandatory courses or courses that are requirements for externally accredited degrees.

13. Resit opportunities

(1) All students who either do not submit work, or who submit and receive failing marks, for summative assessment tasks (standard and alternative assessments) with deadlines between 2 March 2020 and 30 June 2020 will be offered a further attempt at the assessment.

(2) *Undergraduates*: For first attempts and repeat attempts, a First Sit/First Sit for repeat will be offered. For students on resit attempts, a First Sit for resit will be offered, however students will not receive an overall percentage mark greater than 40% for that course. For students who have received a penalty under Sections 6-8 of the *Regulations on Academic Misconduct* any resit attempt where permitted will be capped.

(3) *Postgraduate Taught*: For first attempts and repeat attempts students will be offered an uncapped resit. For students on resit attempts, a capped resit will be offered. For students who have received a penalty under Sections 6-8 of the *Regulations on Academic Misconduct* any resit attempt where permitted will be capped.

(4) Students who have passed a course may exceptionally be permitted to make a further attempt at that particular course. The general measures put in place in these emergency regulations are to be regarded as appropriate mitigation, and these further attempts will be in exceptional cases only. They may either be on the recommendation of the Department Assessment Board or by the student applying for a further attempt. Such decisions must be approved by the Chair of the relevant Departmental Assessment Board and the Chair of the School Progression and Award Board.

(5) Students will not be billed a fee for any further attempts offered to them by the Department Assessment Board as a First Sit/First Sit for Resit/Repeat for Undergraduates or a capped/uncapped resit for Postgraduate Taught students.

14. Recording and reporting of variations

(1) A written record of the alternative assessment arrangements made by departments should be kept for reporting at the Department Assessment Board. This record should include:

- Details of courses (modules) where alternative assessment arrangements have been put in place
- Details of adjustments made
• Details of any assessment components which have been removed and where remaining marks have been scaled
• Details of coursework where deadlines were changed

This record should be shared with all those involved in the marking and moderation process. It should also be forwarded to Chairs of Department Assessment Boards and be available for scrutiny by External Examiners. The record should be included in the minutes of both the Department Assessment Board as part of the extended Chair’s report and the School Progression and Awards Board.

15. Date of the Award

(1) Section 3 (1) of the Regulations on the Ratification and Revocation of Awards 2019-20 will be amended to provide that the award date will normally be the first day of the month after the award was approved.