Board of Examiners – Guidance to Board of Examiners' paperwork

Documentation Management

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1.1	See Document Rollover 2017-18 Checklist Records	*Senior Quality Assurance Administrator*	July 17	*Quality Assurance*
1.2	Updated to reflect extenuating circumstances replacing mitigating circumstances	*Quality Assurance Administrator*	April 18	*Quality Assurance*

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The information below clarifies some of the 'characters' and codes which can appear on exam board paperwork. This should be considered in addition to the legend which appears on the paperwork.

A single ***** indicates a result has not been panel-confirmed. No decision can be made by the Board. If seen on pre-Board meeting paperwork, action needs to be taken to resolve before the Board.

If there is a ****** after a (2) the student has failed their first attempt and has automatically been put in to reassessment. The Board needs to consider the student's reassessment entitlement.

For any other instances of ****** it means the module had not been completed yet (usually PG Dissertations or part-time students) there is nothing for the Board to consider other than progression (not to award).

(2) (without **) indicates a capped reassessment has been undertaken and the result has been Panel confirmed.

(1) is very unusual and normally indicates where ECs have previously been accepted but the uncapped reassessment has not yet been completed. This will appear as MA (1)** and there is no decision for the Board to make.

Borders indicate where ECs have been accepted and the appropriate action to be taken needs to be considered by the Board.

Grey cells indicate a 'fail' mark (i.e. where the student has not achieved the threshold mark) and help the Board identify if too much credit has been failed.

Any codes other than a grade (e.g. @ or MA) are **POST**-Board grades, and therefore relate to decisions made at previous Boards. You should only see these in relation to previous years (for UG), at the November PG Boards, or for students who are part-time, been in abeyance, or retaking a year:

@- or @ or @+: Means the student has previously chosen not to undertake an optional reassessment opportunity. (For UG @ represents E-, E, E+; For PG @ represent D-, D, D+)

If a **~** (tilde) appears next to the calculated award and class, it indicates that a higher classification could be achieved through retrieving optional reassessment.

MULTI should not appear on paperwork and indicates an error which should be drawn to the attention of TAG immediately.

UNDERGRADUATE BOARDS

PIT Code	Outcome	
UG-A5	Award	
UG-A5-X	Provisionally awarded but entitled to elective reassessment of E band credit	
UG-A5-P	Has the opportunity to achieve a higher class by dropping Placement	
UG-A5-XP	As above but is also entitled to elective reassessment	
UG-A7	Student cannot progress to intended award. Board to consider. Various outcomes possible. Paperwork must be clearly annotated with Board recommendation.	
UG-RV	There is a problem with the profile and the Board may or may not be able to make a decision. Should the Board wish to make a decision this should be clearly recorded on the paperwork by the VCR.	
UG-AM	Two possible outcomes:	Progress to MEng
		Failed to progress or withdrawing at BEng, award BEng
UG-XM	Progress to MEng, optional resits	

POSTGRADUATE BOARDS

PIT Code	Outcome
PG-A5	Award
PG-A7	May be entitled to lower award
PG-A7-D	May be entitled to lower award (Failed dissertation at F)
PG-RV	There is a problem with the profile and the Board may or may not be able to make a decision. Should the Board wish to make a decision this should be clearly recorded on the paperwork by the VCR.