



Provisional Progression Policy

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1.1	See Document Rollover 2017-18 Checklist Records	Senior Quality Assurance Administrator	July 2017	Quality Assurance
1.2	Inclusion of student tracker as process of approval.	Senior Quality Assurance Administrator	Sept 2017	Quality Assurance
1.3	Documentation Management Table amended; amendments to references to Senate Regulations	Head of Quality Assurance	August 2018	N/A
1.4	Amendment to authorisation process (Section 2).	Head of Quality Assurance	July 2022	University Education Committee

1. Introduction

- 1.1 This policy sets out guidance and good practice in allowing students to progress to the next level of study when they are entitled to outstanding reassessment or where they may provisionally progress to the next level of study with compulsory reassessment to be completed.
- 1.2 This policy should be consulted where a student, at the point at which they are scheduled to progress, has failed to meet the minimum progression requirements, as set out in SR2 appendices and the relevant [Programme Specification](#), but is entitled to re-assessment for which there is insufficient time to set, complete and mark a suitable task before the commencement of the next level of study.
- 1.3 This policy should also be consulted where a student has met the minimum requirements for progression but is entitled to further optional re-assessment, which could have a positive effect on their final classification, but for which there is insufficient time to set, complete and mark a suitable reassessment before the commencement of the next level of study.
- 1.4 This policy relates to progression from FHEQ levels 4 and 5, and in the case of Integrated Masters students, also from FHEQ level 6 to 7. Boards of Examiners considering progression from foundation programmes may, at their discretion, deem it appropriate to apply the principles of this policy, as long as this does not conflict with the programme specification.

2. Board of Examiner decisions

- 2.1 If, at the time of the final Boards of Examiners prior to the next scheduled progression point a student is still entitled to re-assessment, the Board of Examiners may make one of the following decisions:
- i. **Assign a grade** – If the student is entitled to the outstanding reassessment/s due to accepted extenuating circumstances, SR4.40e permits Boards to assign a modular/assessment block grade in specific circumstances. Further guidance on this can be found in the [Extenuating Circumstances and Coursework Extensions: Guidance for EC Panels and Boards of Examiners](#).

- ii. **Student to return part-time** – That the student should delay their progression and undertake reassessment part-time (this decision may be suitable if the total amount of credit required to be reassessed is more than 40 credits).
- iii. **Progression with ‘out of level’ optional reassessment** – If the student has met the minimum requirement for progression but is still entitled to further optional reassessment, the Board may agree and approve their progression up to a maximum of 20 credits (or a single block no larger than 30 credits), and that the student may be reassessed in their next level of study. For ‘out of level’ optional reassessment above 20 credits (or a single block no larger than 30 credits) and up to a maximum of 40 credits, Boards must seek approval from their Deputy Dean Academic Affairs. Out of level optional reassessment should be set and completed as soon as possible.
- iv. **Provisional progression** – Where the student has not met the minimum requirement for progression, and option i and ii above are not considered appropriate, the Board may agree and approve their provisional progression up to a maximum of 20 credits (or a single block no larger than 30 credits), and that the student must be reassessed in their next level of study. For reassessment above 20 credits (or a single block no larger than 30 credits) and up to a maximum of 40 credits, Boards must seek approval from their Deputy Dean Academic Affairs. Reassessment for provisional progression purposes should be set and completed as soon as possible and on the understanding that a subsequent progression decision will immediately be made by the Board of Examiners, including to withdraw the student if appropriate.

2.2 Where it is the decision of the Board of Examiners to request permission for progression with ‘out of level’ optional reassessment (option iii) or provisional progression (option iv), the process laid out below in sections 3 and 4 must be followed.

2.3 Requests beyond the credit limits permitted under this policy must be referred to the Chair of University Education Committee by the Deputy Dean Academic Affairs.

2.4 It is not possible to formally progress a student and allow them to trail a modular/assessment block unless the option to do so is defined in the programme specification as a variation to Senate Regulations.

3. Setting reassessment

- 3.1 Reassessment for progression with 'out of level' optional reassessment or for provisional progression purposes should normally be set to be completed within six weeks of the request receiving approval.
- 3.2 Following completion of the assessment/s by the student, marking and Board of Examiners Chair's action should be taken promptly to confirm progression and allow the student to focus on their next level of study.
- 3.3 The reassessment may take the form of a 'special' reassessment, which does not need to be of the same form as the previous assessment; it does, however, need to assess the same learning outcomes. If the student's module/assessment block is to be capped, the special reassessment can assess the necessary learning outcomes at threshold level. The special reassessment must be approved by the External Examiner.

4. Requesting Approval

- 4.1 The decision to request permission for progression with 'out of level' optional reassessment or provisional progression should only be made if the Board believes that the student's profile is strong enough that the additional assessment, they will have to take at the next level, will not impede on their overall achievement of that level.
- 4.2 Where approval from their Deputy Dean Academic Affairs is required, the Board should make the request by providing a copy of the student's full profile, a clear rationale for the progression, and a timeline for the reassessment.
- 4.3 Once approval is granted either by the Board of Examiners or by the Deputy Dean Academic Affairs, confirmation must be sent to Records (including evidence of Deputy Dean's approval where appropriate).
- 4.4 The Chair of the Board of Examiners is responsible for ensuring that the student is informed of the decision, and that a full explanation is provided to them regarding the outcome should the reassessment be failed. Students may discuss the matter further with their personal tutor.
- 4.5 Departments are responsible for monitoring students provisionally progressed, or progressed with out of level optional reassessment, and for ensuring that

reassessments are completed and progression decisions are taken as appropriate.

4.6 When communicating with students regarding these matters:

- For **students progressing with ‘out of level’ optional reassessment**, the communication with the student should include an explanation of the implications of the optional reassessment not being taken (e.g. that an E grade at FHEQ Level 5 will limit the student to a maximum classification of a 2.1). Additionally, the staff member (e.g. tutor) advising the student should discuss the additional workload this will create at the next level of study, and whether this will ultimately be worthwhile;
- For students provisionally progressing, a letter should be sent from the Department with the following statement, including the reassessments set and deadlines:

The decision of the Board of Examiners, is that you are permitted to provisionally progress to FHEQ Level <insert next Level> of your programme. However, you must complete and pass the reassessment(s) above by the stated deadline in order to be formally progressed. If you do not undertake or pass the reassessment(s) you may be required to withdraw from the Programme immediately. Once you have completed the reassessment(s) your work will be marked and a decision made by the Chair of your Board of Examiners on whether you may formally progress. You will be notified of the decision as soon as possible.

You may now enrol for your chosen modules/blocks in Level <insert next Level>.

5. Marking the reassessment and formal progression

5.1 Once a provisionally progressed student has completed the reassessment, marking and moderation processes should take place immediately, and then Chair’s action must be taken by the Chair of the Panel of Examiners to agree the mark. Following that, Chair’s action must be taken by the Chair of the Board of Examiners to either:

- i. Formally progress the student if they have now successfully passed.
- ii. Withdraw the student if they have failed the reassessment and have no remaining reassessment.
- iii. Progress the student onto an alternative award - if they have failed the reassessment and no longer meet the progression requirements for their intended award, but meet the progression requirements for another award, e.g. and Ordinary degree.

- iv. In the unlikely event that the student has failed the reassessment but is entitled to a further reassessment, set a further reassessment – normally to be completed within 6 weeks.

5.2 For students progressed with 'out of level' optional reassessment, once the reassessments have been completed these should be marked immediately and Chair's action must be taken by the Chair of the Panel of Examiners to agree the mark. A further progression decision by the Board of Examiners is not required as the student will already have met the progression requirements.

6. Application of the policy

6.1 In the majority of cases where this policy needs to be considered, it will be due to accepted extenuating circumstances affecting the student's first and/or second assessment attempts. However, the policy may be consulted for other reasons, including but not limited to:

- The outcome of a College appeal.
- The outcome of a University appeal.
- A misconduct or professional suitability investigation affecting the original intended period of reassessment.
- 'Fast-track' study, where available in the programme specification, such that a level has been completed over terms 2 and 3 resulting in there being no opportunity for reassessment at the time of the Board.
- Student abeyance or Extraordinary Support to study matters.
- Administrative errors.

6.2 It is recognised that this policy cannot cover all possible eventualities. In all instances of considering an outcome of a Boards of Examiners which is not covered in SR2.54, any decision should adhere to the principles covered in this policy in that; the decision must be approved by a Deputy Dean Academic Affairs; the decision must ensure that each student is given the opportunities to reassessment to which they are entitled; and the decisions made should be in each student's best interest such that they receive a fair opportunity to complete each Level to which they are entitled.