



# **Provisional Progression Policy**

## Documentation Management

### Document Record

Maintained by:	Quality Assurance
Owned by:	University Education Committee
Approval Date:	October 2015
Last Amended:	September 2019
Last Reviewed:	September 2019
Next Review Date:	August 2020
Current version:	1.4
Location of Master Document:	<a href="https://intra.brunel.ac.uk/s/QSO/Team/Exams and Assessment/Provisional Progression">https://intra.brunel.ac.uk/s/QSO/Team/Exams and Assessment/Provisional Progression</a>

### Version Control

Document Version	Amendments	Amended By	Date	Approved By
1.1	See <a href="#">Document Rollover 2017-18 Checklist Records</a>	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	Updated FHEQ information	Head of Quality Assurance	September 2019	N/A

## 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.
- 1.2 [Senate Regulation 4](#) point 41 allow Boards of Examiners to present recommendations to the Chair of University Education Committee (UEC) for consideration in extreme cases when it is deemed that enforcing SR2.57 ('students will not be permitted to commence study at a higher Level before they have satisfactorily completed their current Level') is not appropriate or unduly harsh.
- 1.3 This policy should be consulted where a student has failed to meet the minimum progression requirements, as set out in SR2 Appendix A and the relevant [Programme Specification](#), but the student 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.
- 1.4 This policy should also be consulted where a student has met the minimum requirements for progression but is entitled to further re-assessment, which could have an 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.
- 1.5 This policy relates to progression from FHEQ levels 4 and 5, and in the case of MEng students, also FHEQ level 6. The progression requirements for foundation year will be set out in the relevant programme specifications. However, the relevant Board of Examiners considering progression from this level 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 Students who are entitled to re-assessment as defined by Boards of Examiners in June (Summer Boards) should be given reassessment opportunities over the summer in line with SR2.54, SR2.63-74 and SR4.18.
- 2.2 If, at the time of Boards of Examiners in September (Re-sit Boards) 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 mitigating circumstances, SR4.40b permits Boards to assign a modular/assessment block grade (in up to 40 credits) if one or more assessment elements in the modular/assessment block(s) have already been successfully completed. Further guidance on this can be found in 3.4 of the [Mitigating Circumstances: Guidance for MC Panels and Boards of Examiners](#);

- ii. **Student to return part-time** – That the student should return part-time to complete the reassessment in the following academic year (this decision is normally suitable if the total amount of credit required to be reassessed is more than 40 credits, as used for FHEQ level 4 students in SR2.69);
- iii. **Progression with ‘out of level’ elective reassessment** – If the student has met the minimum requirement for progression but is still entitled to further optional reassessment, the Board may agree their progression and seek approval from the Chair of UEC that the student be allowed to be reassessed in their next level of study. This assessment should normally take the form of a special reassessment to be completed as soon as possible;
- iv. **Provisional progression** – Where the student has not met the minimum requirement for progression, and use of SR4.40b is not appropriate/possible (option i), and the Board is unhappy in requiring a hiatus of one year (option ii), the Chair of the Board of Examiners may seek approval from Chair of UEC that the student be provisionally progressed to the next Level with a special reassessment to be completed as soon as possible (SR4.41), and on the basis that the student will be withdrawn immediately if they fail this reassessment;

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

2.4 It is not possible to allow a student to trail a modular/assessment block, (i.e. where the student has not met the minimum requirement for progression, and the student is to be formally progressed to the next level whilst trailing a modular/assessment block to be re-assessed alongside the next cohort) unless the option to do so is defined in the programme specification as a departure from Senate Regulations.

### 3. Types of assessment to be used

3.1 Reassessment should normally be set to be completed within six weeks (the normal length of time allowed for reassessments), with marking and Board of Examiners Chair’s action taken promptly thereafter to:

- Ensure timely a decision regarding the student’s progression status for provisionally progressed students;
- Allow the student to focus on their next level of study in the cases of ‘out of level’ elective reassessments.

3.2 If using a special reassessment, this does not need to be of the same form as the original assessment or reassessment; it does, however, need to assess the same learning outcomes. If the student is entitled to a capped reassessment the special reassessment can assess the necessary learning outcomes at threshold level. The special reassessment, if at FHEQ Levels 5 or 6, must be approved by the External Examiner (SR4.4).

#### 4. Requesting Approval

- 4.1 The decision to request permission for progression with 'out of level' elective 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 In order to gain approval from the Chair of UEC, and to ensure administrative smooth-running, approval is requested by sending the [Provisional Progression Student Tracker](#), along with a copy of the student's full profile, to Quality Assurance via [quality-officers@brunel.ac.uk](mailto:quality-officers@brunel.ac.uk).
- 4.3 Quality Assurance will pass all requests to the Chair of UEC and communicate outcomes back to the relevant Chair of Board of Examiners and Taught Programme Office (TPO).
- 4.4 Once UEC approval is granted, the Chair of the Board of Examiners is responsible for ensuring the student is informed of this decision and has it properly explained to them in writing, and if necessary also through discussion with a Tutor.
- For students progressing with 'out of level' elective 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 special reassessments set and deadlines:

*The decision of the Board of Examiners, approved by the Chair of the University Education Committee, is that you are permitted to provisionally progress to Level <insert next Level> of your studies, However, you must complete and pass the special reassessment(s) above by the stated deadline in order to be formally progressed. If you do not undertake or pass the special reassessment(s) you may be required to withdraw from the Programme immediately. Once you have completed the special 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 special reassessment, this should be marked immediately and Chair's action 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. In the unlikely event that the student has failed and is entitled to a further reassessment, set a further special reassessment – normally to be completed within 6 weeks.

5.2 For students progressed with 'out of level' elective reassessment once the reassessments have been completed these should be marked immediately and Chair's action taken by the Chair of the Panel of Examiners to agree the mark.

5.3 Reassessment and progression outcomes should be logged on the Provisional Progression Student Tracker by the Department TPO. Once a decision on the Progression outcome has been made the Provisional Progression Student Tracker is to be sent to [quality-officers@brunel.ac.uk](mailto:quality-officers@brunel.ac.uk) .

## **6. Applications of the policy**

6.1 In the majority of cases where this policy needs to be considered, it will be due to accepted mitigating 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 fitness to study matters;
- Administrative errors.

In all instances where a student may have been disadvantaged in respect of the University's assessment arrangements (and whether or not a specific mitigating circumstances application has been made), the provisions of SR4.41\_ may be invoked under this policy.

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 the Chair of UEC; 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.