Review of X9 Module Aggregate Marks

It is Senate policy that staff must review the status of x9 module aggregate marks in advance of Exam Boards.

1 To which groups of students does this policy apply?

The following groups of students are included:

- Undergraduate students
  - This policy applies to students in all stages of study except for the Year Abroad, where individual module marks will have been marked in accordance with the host institution’s procedures.
  - It applies to students on all awards of the University.

- Integrated Masters students (in all stages of study)
- Postgraduate Taught students on Graduate Certificates and Graduate Diplomas (level 6 awards)
- Postgraduate Taught students (level 7 awards)
  - Applies to all taught programmes and the taught stage of Integrated Ph.D programmes.

2 Do all x9 module marks need to be reviewed?

There are some x9 module aggregate marks which do not play any significant role in progression or classification decisions, so there is no need to review marks of 29, 79, 89, or 99, for example. However, all x9 module aggregate marks of 39, 49, 59 and 69 must be reviewed. Marks of 19% should also be reviewed for level 4 undergraduate modules as the rules of assessment state that students must obtain a mark of at least 20 to be permitted to carry fails in non-core credits following reassessment (with a stage mark of 40).

3 System for Reviewing x9 Module Aggregates and updating on RPS

Departments must ensure they have systems for reviewing module aggregate marks for students prior to the meetings of the Exam Boards.

- Once all the marks for a particular module have been entered on the system, it is possible to run module mark reports from the Result Processing System (RPS) to identify the x9 module aggregate marks. (see guidance on how to run reports at [http://www.essex.ac.uk/staff/academic/documents/identifying-X9-marks.pdf](http://www.essex.ac.uk/staff/academic/documents/identifying-X9-marks.pdf))

- Internal markers must review work and should attempt to resolve an x9 by either lowering the aggregate to x8 or raising it to x0. However, if resolution is not possible, it is still permissible to confirm that a mark remains as x9. To prevent future confusion there will be a flag on RPS to indicate that the mark has been confirmed at x9, and this will appear on the Exam Board grid. (see guidance on how to input flags on RPS at [http://www.essex.ac.uk/staff/academic/documents/identifying-X9-marks.pdf](http://www.essex.ac.uk/staff/academic/documents/identifying-X9-marks.pdf))
• Adjustments must be made to the coursework and/or exam element to produce the new agreed aggregate mark. Otherwise it will look from the transcript as if there has been an error in calculating the weighting of the coursework to the exam element.

• External Examiners must be informed about the procedure for reviewing x9 module aggregate marks within the department. It may be necessary, due to time constraints, for work and/or module marks to be sent to External Examiners at the same time as the internal markers are reviewing x9 marks. However, the External should be informed of the decisions made by the internal markers so they retain an overall picture of the marks for the module. Departments should liaise with the External to see whether s/he would prefer to see an overall summary rather than receiving a report about each case.

• In departments where scaling of module marks takes place at a late point in the process, staff should be aware that scaling may produce a different set of x9 marks which will need to be reviewed before the Exam Board meets.

• The marks which appear on the grids for the Exam Board must be the final marks. No alterations will be allowed to the mark during the meeting of the Exam Board.

• There is often very little time between the end of the marking process, the date for final input of exam marks (noon on Friday 16 June 2017 for undergraduate level 5 and 6, and noon on 28 June 2017 for undergraduate level 4 modules) and the start of preparations for Exam Boards. Departments must bear in mind that their modules may be taken by students from other departments whose results are being considered by an earlier Exam Board. It is therefore important that the review of x9 marks takes place before the relevant marks input deadline, unless an extension has been exceptionally agreed by Academic Section staff in advance and communicated to all affected departments.

Deanna Walker, Assessment Team, March 2017

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