ESIS Training Sheet

RPS

PGT and Exam Board Decisions

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2016
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BOARD DECISION - CHOICE OF PROGRESSING TO THE DISSERTATION FOR A PG DIPLOMA OR LEAVING WITH A PG CERTIFICATE

RPS ACTION

11 WHERE STUDENT NEEDS REASSESSMENT FOR A PG CERTIFICATE

BOARD DECISION – Reassessment for a PG Certificate

RPS ACTION

12 WHERE A STUDENT HAS FAILED

BOARD DECISION - FAIL

There are likely to be two scenarios where an Exam Board will confirm an overall fail:

RPS ACTION

13) APPENDIX A – SCREEN SHOTS AND DETAILED GUIDANCE ON FLAGGING REASSESSMENT

14 How to Flag the Reassessment

Step one: Selecting modules for reassessment

Step Two – indicating where a choice of modules for reassessment is given

Step Three - Giving Further Instructions to Students

Step Four – changing the progress outcome

Step Five – where you are offering a choice of overall outcomes
1. REMINDER OF NEW FEATURES OF THE REASSESSMENT SCREEN

New assessment period for reassessment

1.1. We have included August as a new reassessment period to take into account that coursework submission deadlines are set in August rather than September.
2. WHERE REASSESSMENT IS REQUIRED

BOARD DECISION – Reassessment in modules that cannot be condoned

2.1. Must be reassessed in BS938 and BS313 as they are both below 40 and can’t be condoned.
2.2. No ext circs, so will be resits.
RPS ACTION:

2.3. Go into the Year Mark/Progress screen and change the overall outcome from Procramd to RESDISS as some or all of the assessment is taking place over the summer.

2.4. Go into the Reassessment Screen and flag both modules as compulsory c/wk Sept resits with marks capped at 50

2.5. Must be reassessed in BS938 and BS313 as they are both below 40 and can’t be condoned.

2.6. No ext circs, so will be resits.
3. WHERE STUDENT HAS A CHOICE OF REASSESSMENT

BOARD DECISION – Maximum of 40 credits condoned – reassessment in one module

3.1 Can only have a maximum of 40 credits condoned, so must be reassessed in one module. Can be either BS931 or BS326 but not both because if the student does more than is required and fails one, it can’t be condoned and the student can’t resit it again.

3.2 No extenuating circumstances, so will be a resit.

RPS ACTION

3.3 Go into the Year Mark/Progress screen and change the overall outcome from Procramd to RESDISS as some or all of the assessment is taking place over the summer.

3.4 Go into the Reassessment Screen and flag both of BS931 and BS316 as Compulsory Choice c/wk Sept resit with marks capped at 50.

3.5 Go into Additional Info Screen and input the min/max credits. In this case the minimum will be 15 and the maximum will be 30.

PGT updating RPS after exam boards instructions Last updated May 2016
(See appendix for detailed instructions and screen shots)

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4 WHERE STUDENT HAS A CHOICE OF REASSESSMENT BUT A REQUIREMENT IS SET ABOUT THE COMBINATION OF MODULES WHICH CAN BE CHOSEN

BOARD DECISION – Maximum of 40 credits condoned – combination of modules can be chosen for reassessment

4.1 Can only have a maximum of 40 credits condoned, so must be reassessed. Can’t be reassessed in all because if the student does more than is required and fails a module, it can’t be condoned and the student can’t resit it again.

4.2 Student can be given the choice but must either do BS931 (30 credits) or BS316 (15 credits) AND BS321 (15 credits).

4.3 No ext circs, so will be a resit.
RPS ACTION

4.4 Go into the Year Mark/Progress screen and change the overall outcome from Procramd to RESDISS as some or all of the assessment is taking place over the summer.

4.5 Go into the Reassessment Screen and flag BS931, BS321 and BS316 as Compulsory Choice c/wk Sept resit with marks capped at 50.

4.6 Go into Additional Info Screen and input the min/max credits. In this case the minimum will be 30 and the maximum will be 30.

4.7 While in this screen you need to add a note to the ‘June Notes for Student’ field to say

“You must choose either BS931 or BS316 AND BS321”

(See appendix for detailed instructions and screen shots)

GO BACK TO TOP
5 BOARD DECISION - WHERE REASSESSMENT TAKES A DIFFERENT FORM FROM THE ORIGINAL ASSESSMENT

Example – EBS where reassessment often takes the form of an exam rather than coursework.

![Diagram of reassessment process]
RPS ACTION

If the reassessment is different from the normal assessment you will need to input the appropriate RPS assessment code number. For example, a module might normally be assessed by coursework and exam but the reassessment is by exam only. In that case you would need to choose 03 as the RPS code. If you click on the arrow you can bring up a list of assessment codes. You can sort them by description or rule number. This will ensure that the mark is correctly calculated when the grid is run for the next Exam Board.
6 Where marks IN THE 40-49 RANGE can be condoned

[Example where a max of 30 credits are in 40-49 range so could be condoned for the Masters or pg dip]
BOARD DECISION - marks IN THE 40-49 RANGE can be condoned

6.1 Can have BS321 condoned for Masters or PG Dip as:
6.2 It is in the 40-49 range
   It is not core
   it is below the max limit of credits for condonement
   He has taught course average of over 50

RPS ACTION

6.3 Into the Year Mark/Progress screen and change the overall outcome from Proceed to PROCCOND as the student has only failed a max of 30 credit so it would be condoned both for the masters and the PG Dip.

(See appendix for detailed instructions and screen shots)

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7 Where marks IN THE 40-49 RANGE can be condoned

[Example where more than 30 credits are in 40-49 range so they could be condoned for the Masters only]

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Mod Level</th>
<th>Module Credit</th>
<th>Flag</th>
<th>C/W</th>
<th>Exam</th>
<th>Module Aggregate</th>
<th>Core/Comp/Opt</th>
<th>Enrol</th>
<th>Reasses flag</th>
<th>Enrol</th>
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<tr>
<td>SC981-T-FY</td>
<td>7</td>
<td>60</td>
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<td>Core B</td>
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<td>60.0</td>
<td>Core G</td>
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<tr>
<td>SC981-T-AU</td>
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<td>Opt F</td>
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<td></td>
<td></td>
<td>48.0</td>
<td>Opt F</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BOARD DECISION - marks IN THE 40-49 RANGE can be condoned

Can have SC653 and SC509 condoned for Masters but not PG Dip as the limit for condonement for a PG Dip is only 30 credits:

RPS ACTION

7.1 Go into the Year Mark/Progress screen and change the overall outcome to DECISION.
7.2 Choose the following outcomes:
   PROCONM.
   And XXXX
The student will then be directed to a web page which informs them that they are still on track for a masters but if they were to fail the dissertation they would need to undertake reassessment for a PG Dip. They therefore have

(See appendix for detailed instructions and screen shots)
8 WHERE SOME REASSESSMENT IS REQUIRED BUT MODULES IN 40-49 RANGE CAN BE CONDONED

BOARD DECISION – some reassessment required but modules in 40-49 range can be condoned

8.1 Can have BS316 condoned as:

- It is in the 40-49 range
- It is not core
- It is below the max limit of 40 credits for condonement
- He has taught course average of over 50

8.2 Must be reassessed in BS938 As it is below 40.
8.3 No ext circs, so will be a resit.

**RPS ACTION**

8.4 Go into the Year Mark/Progress screen and change the overall outcome from Programd to REASCOND

8.5 Go into the Reassessment Screen and flag BS938 as compulsory c/wk Sept resit with marks capped at 50

(See appendix for detailed instructions and screen shots)

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9 WHERE STUDENT IS ONLY ELIGIBLE FOR A PG CERTIFICATE

BOARD DECISION – Eligible for a PG Certificate

9.1 Student has not passed 60 credits at the first attempt. There are no ext circs.
9.2 Can condone a module in the 40-49 range, so student can be award a PG Certificate. Student cannot proceed to the dissertation.

YOUR ACTION

9.3 Go into the Year Mark/Progress screen and change the overall outcome from Discuss to PGCERTIF

(See appendix for detailed instructions and screen shots)

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10 WHERE THE STUDENT IS GIVEN A CHOICE OF PROGRESSING TO THE DISSERTATION FOR a PG DIPLOMA OR LEAVING WITH A PG CERTIFICATE

BOARD DECISION - CHOICE OF PROGRESSING TO THE DISSERTATION FOR a PG DIPLOMA OR LEAVING WITH A PG CERTIFICATE

10.1 Student has passed 60 credits at the first attempt but has failed more than 60 credits worth of other modules where marks cannot be condoned (likely only to happen in departments where the taught element is more than 120 credits). There are no ext circs.

RPS ACTION

10.2 Go into the Year Mark/Progress screen and change the overall outcome from Discuss to DECISION

10.3 Choose the following outcomes:

- PGCertif
- PROGDIP

(See appendix for detailed instructions and screen shots)

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11 WHERE STUDENT NEEDS REASSESSMENT FOR A PG CERTIFICATE

BOARD DECISION – Reassessment for a PG Certificate

11.1 Student has not passed 60 credits at the first attempt. There are no ext circs.
11.2 There are no modules in the condonable 40-49 range, so student cannot be award a PG Certificate immediately. Board confirms the student must undertake reassessment in 15 credits for a PG Cert.

RPS ACTION

11.3 Go into the Year Mark/Progress screen and change the overall outcome from Discuss to RACE RSEP (if reass is over summer).
11.4 Go into the Reassessment Screen and flag failed modules as Compulsory Choice c/wk Sept c/wk resit with marks capped at 50.
11.5 Go into Additional Info Screen and input the min/max credits. In this case the minimum will be 15 and the maximum will be 30. (See appendix for detailed instructions and screen shots)

PGT updating RPS after exam boards instructions Last updated May 2016
12 WHERE A STUDENT HAS FAILED

BOARD DECISION - FAIL

There are likely to be two scenarios where an Exam Board will confirm an overall fail:

12.1 If a student has not achieved 15 credits at the first attempt, with no ext circs.
12.2 Where a student is already undertaking reassessment for a PG Certificate and fails at the second attempt, with no ext circs.

RPS ACTION

12.3 Go into the Year Mark/Progress screen and change the overall outcome from Discuss to FAIL.

(See appendix for detailed instructions and screen shots)

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There are three possible designations for modules when they are flagged for reassessment:

13.1 Voluntary – used in cases of ext circs where an exam board offers the student the chance to undertake reassessment but it doesn't matter if the student doesn’t take it.

13.2 Compulsory - Reassessment must be undertaken in the specified module, no choice given.

13.3 Compulsory with choice – student must undertake reassessment in at least one module, but student has the choice of modules in which to be reassessed. Limits will be set on the minimum and maximum number of credits for reassessment.

13.4 NB - only modules flagged as compulsory choice are included in the credit range – ignore any compulsory modules or voluntary modules.

**Examples of ranges for Compulsory Choice modules (this list is not exhaustive):**

<table>
<thead>
<tr>
<th>What student has to do</th>
<th>Credit sizes of modules being flagged as compulsory choice</th>
<th>Credit range to set</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do max of 20 credits</td>
<td>Mixture of 10 credits and 20 credits - MBAs</td>
<td>Min 20, max 20</td>
</tr>
<tr>
<td>Do one out of 3 modules</td>
<td>all 15 credits</td>
<td>Min 15, max 15</td>
</tr>
<tr>
<td>Do one out of 3 modules</td>
<td>two 15 credits, one 30</td>
<td>Min 15, max 30</td>
</tr>
<tr>
<td>Do one out of 3 modules</td>
<td>all 20 credits</td>
<td>Min 20, max 20</td>
</tr>
<tr>
<td>Do one out of 3 modules</td>
<td>two 20, one 40</td>
<td>Min 20, max 40</td>
</tr>
<tr>
<td>Do 2 out of 3 modules</td>
<td>all 15 credits</td>
<td>Min 30, max 30</td>
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<tr>
<td>Do 2 out of 3 modules</td>
<td>two 15 credits, one 30</td>
<td>Min 30, max 30</td>
</tr>
<tr>
<td>Do 2 out of 3 modules</td>
<td>all 20 credits</td>
<td>Min 40, max 40</td>
</tr>
<tr>
<td>Do 2 out of 3 modules</td>
<td>two 20, one 40</td>
<td>Min 40, max 40</td>
</tr>
<tr>
<td>Do 2 out of 3 modules</td>
<td>two 15, one 20</td>
<td>Min 30, max 35</td>
</tr>
<tr>
<td>Do 2 out of 3 modules</td>
<td>two 20, one 15</td>
<td>Min 35, max 40</td>
</tr>
</tbody>
</table>
14 How to Flag the Reassessment

(See also the section on ‘New Features of the Reassessment Screen’ as it shows the additional fields which have been added this year)

Step one: Selecting modules for reassessment

14.1 Click on the R button against the relevant module. This will take you into the Reassessment screen.
14.2 In this example the student must resit the following:

14.2.1 BS313 as he has a mark below 40. We will flag it as Compulsory.
14.2.2 One of BS911, BS913 or BS981 – as only 40 credits’ worth of modules can be condoned in the 40-49 range and he currently has 45 credits in the range. The Exam Board is letting the student make the choice.
14.2.3 Once in the Reassessment Screen you will see there are the normal options to flag coursework and/or exam. PLEASE DO NOT AMEND THE ATTENDING/PAYMENT FIELD.
14.2.4 You will flag the Period, First/Resit and Capping fields as normal. Choose the appropriate option from the field ‘CHOICE TYPE’.
14.2.5 For the student in the example above you would flag BS313 as ‘Compulsory’. You would then flag each of BS911, BS913 and BS981 as ‘Compulsory Choice’.
Step Two – indicating where a choice of modules for reassessment is given

14.2.7 As you are giving the student the choice to resit one of three modules you need to set the limits on the number of credits in which he can be reassessed.

14.2.8 Go back to the main screen and click on the Additional Information button.
14.3 In this screen you need to set the limits based **ONLY** ON THE COMPULSORY CHOICE modules. *Ignore any purely compulsory or voluntary reassessment.*

14.4 In this case the student must pick only one out of three modules. As this department uses 15/30 credits, it means you would set the Min Reassess Credits as 15 and the Max as 15.
Step Three - Giving Further Instructions to Students

There may be times when you still need to give students specific instructions about what to take. For example,

Let’s say the student has failed 60 credits’ worth of modules in the 40-49 range.

BS119 – 30 credits
BS288 – 15 credits
BS371 – 15 credits

We wouldn’t give them reassessment in all 60 credits because they can have a max of 40 credits condoned. They would have to do at lease 30 so they could have a 30 condoned

They could either do BS119 (30) or both of BS288 and BS371 (15 each).

14.5 You would need to add a note in the ‘June Notes for Student’ field as follows:

When choosing between your compulsory choice modules you must do BS119 or BS288 AND BS371
Step Four – changing the progress outcome

14.6 You need to change the student’s overall progress outcome. Go back to the main screen and click on the Year Mark/Progress button.
14.6.1 From the Year Mark/Progress screen you can change the overall progress.
14.6.2 Click on the P rule field, and overwrite the existing rule with 00. Then click on the Progress list and bring up the list of progress outcomes.

14.6.3 In this case the student is still on track for the Masters award and must do his reassessment over the summer. Therefore you would choose RESDISS. Close out of the screen and the work is complete for this student.
Step Five – where you are offering a choice of overall outcomes

14.7 If you were offering the student a choice of outcomes (e.g. proceed to the dissertation to use the credits for a PG Diploma or leave now with a PG Cert as an exit award) you must change the outcome to DECISION.

14.8 A ‘Choices’ box will then appear. Click on the box to go into a Progress Choices screen.
14.8.3 Click on the drop down arrow to select the first relevant outcome (eg PGCERTIF).

14.8.4 Press ADD to select a choice.

14.8.5 Repeat to add the next outcome (eg PROCDIP)

14.8.6 Press ADD to select the choice. Then SAVE