

Examination Board Guidance 2022-23

Scope

This is a staff guidance document for colleagues managing and supporting the various upcoming Subject Examination Boards (SEBs) and is produced by the Directorate of Governance and Legal Services (DGLS). This document provides guidance and detail of the regulations and processes for this year, and SEBs are reminded that the original 2019/20 mitigation provisions remain [online here](#) and will mainly affect UG students completing their fourth and final year in 2022/23.

SEBs are reminded that students who were finalists in previous years but did not complete that year will carry forward provisions that relate to classification and award. SITS has been amended to calculate according to the amended rules and the SEB reports includes the regulations relevant to each student. However, SEBS should continue to check all outcomes carefully.

If you have queries, contact [Simon Hayter or Alice de Havillan](#) in DGLS. For new SEB Chairs and Secretaries, do also contact Simon and Alice if it would be useful to run through the standard processes.

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Marking and external examiners

Standard procedures for the role of the external examiner can be found in the [Assessment Handbook](#). Complete paper trails of marking and moderation/second marking remain critical to the SEB process as these are required in the review and resolution of appeals and in case of challenge from a regulator.

Extenuating circumstances

Provisions relating to extenuating circumstances (ECs) are **not** cohort-dependent – you can apply the same rules to all students this year, as all claims will relate to circumstances occurring in 2022-23.

Progression

The standard progression rules as set out in the relevant edition of the Academic Regulations apply for all programmes. In 2019/20, all students were granted automatic progression, this is not cohort dependent. All students who could benefit from the 2019- 20 automatic progression will already have done so.

Award requirements (including condoned failure)

'Award requirements' refers to the minimum requirements to achieve the award itself (credits taken and passed, passing core modules, minimum overall mark, etc), rather than the determination of the classification (including discounting modules), which is discussed separately [below](#). Different arrangements only apply for students who were finalists in 2019/20, all other students are subject to the standard award rules as set out in the relevant edition of the Academic Regulations. If SEBs require clarification on the 2019/20 requirements please contact [Simon or Alice](#)

Classification

SEBs are reminded that different arrangements apply for students who were finalists in 2019/20 but did not complete to those who were finalists for the first time in 2020-21, but did not complete, and finalists this year.

Classification of students who were finalists for the first time since 2020/21.

Undergraduate (except LLB, BDS and MBBS)

The normal classification algorithm will apply to the majority of students. However, those on four-year programmes are still subject to the mitigation that either thirty (30) 2019-20 credits or the entire 2019-20 year (whichever gives the better outcome) will be discounted from the calculation of the Classification Mark. This refers to any credits that were part of the developmental year that the student was in during 2019-20 (whenever those credits were actually completed).

- Where 30 credits are discounted, the algorithm is unchanged but the 2019-20 year average will be an average of only the remaining module marks (weighted by credit value, as usual).
- Where the whole year is discounted, the year weighting for 2019-20 will be replaced with a zero – eg a standard 1-3-3-6 weighting would become 1-0-3-6 or 0-3-3-6 (first, second, third, fourth years).

SITS will calculate outcomes on both algorithms and the best outcome will be displayed in the Board Reports.

MBBS and BDS

These programmes do not have a final overall classification, so this does not apply.

Postgraduate Taught

The normal classification algorithm applies.

However, SEBs should take care to check student who were registered in 2019/20 on part-time or on multi-year PGT programmes. These students will receive the same discounting provision as students who were finalists in 2019-20; for these students the discounted credits can come from anywhere in the programme and are not limited to 2019-20 modules:

- The normal classification algorithm applies except that the lowest 30 credits from the final developmental year will be discounted from the calculation of the Classification Mark (except for the PgCert, where only 15 credits will be discounted).
- Failed modules can be condoned from a mark of zero (rather than from the usual 40.0), where the other standard requirements for condoned failure are met.
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Borderline classification policy

Students within the specified zone of consideration should be considered under the borderline classification policy to see if they are eligible to be raised to the next classification banding.

Borderline consideration is not automated, so please pay particularly close attention to these cases. As always, SEB minutes must include **all** students in the zone, whether they were raised or not (to explain why they were or were not raised).

Following regulatory changes in 2021/22, and measures introduced to mitigate the ongoing effects of the pandemic, means the SEB will need to pay particular care as to which of the following policies applies.

Students who **BEGAN** their programme in 2021/22 or 2022/23

The zone of consideration was expanded following [other regulatory changes](#) in 2020/21, from 1% to 1.5%. The credits required for raising did not change and students require at least the following number of final year credits at, or above, the level of the higher classification:

All UG programmes that classify using the Classification Mark	60
CILT	15
PgCert	30
PgDip	60
MA/MSc/MRes/MPA/MBA	90
Euromasters (School of Physics and Astronomy, only)	120

Students who were **FINALISTS** in 2019/20 and 2020/21 but did not complete

These students were subject to mitigating measures due to the ongoing effects of the pandemic and both the zone of consideration and credits required were amended.

- zone of consideration is 1.5% (rather than 1%)
- with at least the following number of final year credits at or above the level of the higher classification:

All UG programmes that classify using the Classification Mark	45
CILT	15 (unchanged)
PgCert	30 (unchanged)
PgDip	45
MA/MSc/MRes/MPA/MBA/MClinDent	75
Euromasters (School of Physics and Astronomy, only)	105

Students who **BEGAN** their studies *before 2021/22 and were not finalists in 2019/20 or 2020/21 but did not complete:*

The standard borderline policy applies.

- The zone of consideration is 1%

- with at least the following number of final year credits at or above the level of the higher classification:

All UG programmes that classify using the Classification Mark	60
CILT	15
PgCert	30
PgDip	60
MA/MSc/MRes/MPA/MBA	90
Euromasters (School of Physics and Astronomy, only)	120

Extenuating circumstances and the borderline policy

In a standard year, the borderline policy allows for some additional adjustments where a student has significant extenuating circumstances not taken into account elsewhere (either expanding the zone from 1% to 1.5%, or – where a student is within 1% - raising them on fewer than half of their final year credits at the higher level). These additional provisions were **not** available in 2019/20 and 2020/21, due to the criteria being amended for all students as above. The borderline rules are therefore absolutely fixed for these students.

Other students are subject to standard borderline policy as per the regulations on which they entered. Boards are reminded of the [regulatory changes](#) that came into effect from 2021/22 which no longer permits use of ECs in the borderline policy. For cohorts where this discretionary provision is available, it should be used only in exceptional circumstances – consult with [Simon or Alice](#) if you have queries on a particular case.

Running SEB Reports

Report generator: <https://webapps2.is.qmul.ac.uk/seb/report-two.action>.

SEB report generator guidance: [Assessment Handbook](#) appendices

Please check that all staff who need to run reports are able to log in and do so, before you need to run the reports. If relevant SEB staff do not have access, email either [Simon or Alice](#) with their details to arrange access.

MySIS training documents remain accessible under the “SIS Support and Training” tab in Mysis. These documents also provide a glossary for the codes used in the SEB reports. Those new to SEBs or requiring refresher training can request this under the same tab. Colleagues from DQT will run ad hoc sessions, so please ensure you provide your availability when logging the request..

Following previous developments, SEBs are reminded that they are able to run various MySIS reports to assist with the location and updating of missing marks as well as adding EC outcomes prior to the Board:

- To check for missing marks - Mark Entry Reports container is located under the Assessments tab of MySIS
- To calculate progression/award for individual students where you have amended a mark, the Calculate Progress Codes is located under the Progression and Awards tab of MySIS.

As noted above: students on hold from the October S/DEB due to missing marks or ongoing alleged assessment misconducting investigations will require mark changes to be made by Student Records (via SEB Chair’s Action) before the record can be prepared for award, resit or deregistration at the SEB.

Review of module marks

SEBs should be following standard marking practices as per the [Assessment Handbook](#). The [Power](#)

[BI tool](#) has considerable functionality that will help with the review of results on a student, assessment, and modular basis.

Dates for examination boards and examination board processes

There are no changes to the previously published dates for the late summer and autumn exam board periods. Dates for the main summer period are given below.

SEBs are reminded that they will be able to extract reports anytime during the SEB window. However, it remains very important for SEBs to follow the marking deadlines, as this can seriously affect outcomes for students of other SEBs who have taken your modules. If this will not be possible for any module, make sure to inform other SEBs whose students will be affected by the delay.

Undergraduate SEBs (except MBBS and BDS*)	
Mark entry deadline	14 June 2023 (12 noon)
SEB period	16 – 22 June 2023
Post SEB mark entry deadline and Submission of SEB paperwork	27 June 2023 (12 noon)
Degree Examination Boards	4 July 2023 (H&SS 10-12.00, S&E 14-16.00 [†])
Official release of results	13 July 2023

*These have a separate calendar.

[†] Includes the (FMD) Intercolated Programmes and WIPH UG SEB.

Postgraduate taught SEBs	
Mark entry deadline	14 June 2023 (12 noon)
SEB period	16 June – 30 June 2023
Post SEB mark entry deadline and Submission of SEB paperwork	5 July 2023 (12 noon)
Degree Examination Board	14 July 2021 (14-16.00)
Official release of results	19 July 2021

Summer Boards

UG & PGT mark entry:	12pm on Wednesday 14 June. (Registry will activate batch processing from the evening of 14 June to run overnight.) SEBs are asked to refrain from running SEB paperwork until after 12pm on 15 June so that Registry can run checks to ensure the award rules are working correctly.
UG SEB window:	16 - 22 June.
PG SEB window:	16 June – 30 June
UG Paperwork submission date:	12pm, 27 June
PG Paperwork submission date	12pm, 5 July
Summer Degree Examination Boards take place as follows:	
UG HSS DEB:	4 July 10.00-12.00, via TEAMS
UG S&E DEB:	4 July 14.00-16.00, via TEAMS
(Joint programmes with China)	13 June, 13.00 - 14.30, via TEAMS)
PG Joint Summer DEB	22 July, 14.00-15.30, via TEAMS
UG Medicine DEB:	21 June
UG Dentistry DEB	27 May
Official results release	13 July (UG) 19 July (PG)

Late Summer Boards

Mark Entry	by 5pm 25 August
SEB Window	28 – 1 September
Paperwork Submission date	8 September
The Late Summer Degree Examination Boards take place as follows:	
Late Summer DEB HSS	20 September, 10-11.30 via TEAMS
Late Summer DEB S&E	20 September, 14.00-15.30 via TEAMS
Official results release	12 Sept (UG continuing students) 26 Sept (UG Finalists)

PG Autumn Boards

Mark Entry:	12pm 22 September
PG SEB Window:	25 September – 4 October
Paperwork submission date:	6 October
The PG Degree Examination Boards take place as follows:	
PG HSS DEB	13 October, 14.00 – 16.00 via TEAMS
PG S&E DEB	13 October, 10.00 - 11.30 via TEAMS
PG FMD DEB	17 October, 10 .00– 11.30 via TEAMS
Official release of results	23 October.

Templates and Submission of SEB paperwork

It is important that complete SEB paperwork is submitted by the deadline so that the relevant checks can be undertaken in preparation for the DEB. SEBs are asked to ensure all relevant post SEB checks and mark-updates are completed in SITS and noted in the minutes.

In all cases, the SEB paperwork for submission to [DGLS](#) and [Student Records](#) comprises

- the Report to the DEB,
- the SEB minutes,
- the EC Summary,
- First take forms (where necessary).

SEB agenda, minute and report templates can be found on the Examination Board webpages [here](#). This webpage also provides details of all SEB personnel and the meeting dates for 2022/23 (where they have been received).

June 2023