

## **University Marking and Assessment Boycott (MAB)**

### **1. Invoking Contingency regulations**

The University's Academic Quality Handbook (AQH) states the following in relation to contingency regulations (**AQH 6.5.1 (3) & 6.6.1 (3)**):

In exceptional circumstances, the University may decide to utilise contingency regulations which will apply to ensure that students have the opportunity to progress or achieve an award in light of those exceptional circumstances. In considering contingency regulations, the student representatives will be included as part of the decision-making process. The University's contingency regulations aim to preserve the University's required standards and ensure that students are not unfairly disadvantaged by events beyond the University's control. The University's contingency progression and award regulations will be published as an appendix to this chapter. The University will consider the appropriateness of the contingency regulations and may revise them to meet the needs of the exceptional circumstances as they develop. In such circumstances, the University will formally notify students about any changes to regulations.

### **2. Notification of the implementation of contingency regulations for MAB**

In the event of significant disruption these regulations will be implemented only when they have been formally invoked by the Chair of the Academic Standards Committee (ASC) for specified programmes. At all other times, the University's main regulations will be in operation.

Once they have been invoked, and unless stated otherwise, the contingency regulations will then supersede the University's main regulations. Not all the mitigations will be applied in all cases, but an Examination Board will make a decision based upon the nature of the disruption to an individual or cohort.

### **3. Key principles and assumptions**

The following key principles and assumptions will apply:

- All students are still expected to engage with teaching and submit/attend their assessments as normal.
- All work submitted will be marked and students will receive an "actual mark" for their work. However, the University recognises that there may be a time delay in confirming these marks due to the MAB.
- The standards of the University's awards will be upheld at all times.
- No student will be unable to graduate/progress because of the MAB, although their graduation may be delayed.
- Normal assessment protocols (i.e. assessment regulations, assignment release, assignment submission, late submission penalties, non-submission policies, extenuating circumstances, academic misconduct etc.) should be followed.
- Flexibility will be applied where necessary to procedures for the internal moderation of assessed work and to the external examining of work.
- Where marks are missing due to the MAB, and adjustments are considered essential, there must be consistency and fairness in the application of these contingency regulations to student cohorts. However, this guidance cannot be applied if it conflicts with Professional, Statutory and Regulatory Body (PSRB)

requirements and no adjustments can be made to PSRB programmes without the approval of the PSRB.

#### **4. Marking and Moderation of assessed work**

Where possible, moderation of work both within the University and on behalf of partner institutions, will take place as normal. If this is not possible, alternatives may be:

- Where double seen or double unseen marking would normally be used, moderation by sampling of the cohort should be used.
- Where double marking or moderation is not possible then work will be marked by an individual.
- For performances, shows and presentations which are normally attended and assessed by two members of staff one member may attend and the assessment will be recorded and moderated by another member of staff after the event.

Where a module has not been internally moderated/double marked, then the programme team should discuss with the External Examiner and request that they consider that module as part of their moderation. If that module was not already part of the External Examiner's agreed sample of modules for the academic year, it could be substituted for one that is to ensure equivalency of workload. The expectation that all modules will be seen by the External Examiner during their period of appointment remains.

No adjustments to the marking and moderation process can be made to PSRB programmes without the approval of the PSRB.

The use of any alternative measure must be approved by the Chair of the Academic Standards Committee.

#### **5. Pre – exam board checking**

Where marking has not taken place owing to the MAB, the Institute should check the submissions of all students and record any non-submissions on the appropriate Registry system.

#### **6. Operation of Examination Boards**

##### **6.1 Examination Board meetings**

The Registry and Institutes will work together to identify whether there is any risk of an Examination Board not being able to proceed. If there is, three working days before the scheduled Board, a meeting will be held between the Dean (or nominee) and the Executive Head of Registry (or nominee) and the Chair of ASC (or nominee) to look at the position of the marks for the programme(s) due to be considered. The decision of this meeting will be either:

- i. The Board can proceed as normal.
- ii. The Board can proceed for some programmes but for other programmes they fall into category iii.
- iii. The Board may proceed according to the contingency regulations.

##### **6.2 External Examiner Resignation**

The University notes that the UCU guidance for external examiners is that they are expected to undertake their duties ([UCU - Marking and assessment boycott FAQs](#)). If an external examiner

does resign and they are unable to be replaced, please see: [External Expertise Protocol](#) (Section 2.3.7 (3)) which provides guidance.

## **7 Disruption to Students who are progressing or resitting (UG and PGT Part I).**

- Students may be allowed to progress and trail a maximum of 40 credits into the next academic year.
- Students should be aware that this may have financial consequences and should seek appropriate guidance from the University ([moneysupport@uwtsd.ac.uk](mailto:moneysupport@uwtsd.ac.uk)).
- The expectation is that missing assessment marks will be presented to the next appropriate Examination Board.

## **8 Disruption to completing students at Undergraduate Level**

The Examination Board can make a decision on a student's final classification provided that there are no Professional, Statutory and Regulatory Body (PSRB) requirements or restrictions, and the student has met all of the programme learning outcomes.

The student will have the option to accept the award or to have their award recalculated when the assessment mark is available. No student will be disadvantaged in recalculating the award, unless there are substantiated allegations of academic misconduct.

See also section 10.

### **8.1 Contingency Regulations (Undergraduate Awards)**

Classification of awards for Honours degrees shall be determined either from the average of the aggregated marks achieved in the best 100 credits at Level 6 (double weighted) and the best 100 credits at Level 5 or above (single weighted), or from the average of the marks achieved in the best 100 credits at Level 6 only. The same principle will apply to other undergraduate awards (a DipHE would be awarded on the best 100 credits at Level 5 only, and CertHE would be awarded on the best 100 credits at Level 4 only).

As a contingency, the University is calculating the award with 20 credits missing. The University currently determines degree classification on the best 100 credits.

### **8.2 For the contingency regulations, the revisions mean that:**

- Where we normally use the **best 100** credits at Level 6 (double weighted) and the best 100 credits at Level 5 or above (single weighted), instead we will use the **available 100** credits at Level 6 (double weighted) and the best 100 credits at Level 5 or above (single weighted).
- Where we normally use the average of the marks achieved in the **best 100** credits at Level 6 only, instead we will use the average of the marks achieved in the **available 100** credits at Level 6 only.

### **8.3 Disruption to completing students who have visa restrictions and wish to apply for a Graduate Visa**

Where all work has been submitted but not marked owing to the MAB and the student wishes to apply for a **Graduate Visa** and meets the eligibility criteria, we will confirm that the student has completed their course and will provide classification when available.

## **9 Students on PGT (Part II) and PGR programmes**

No changes have been made to the regulations for these programmes (excepting below)

### **9.1 Disruption to completing students PGT Students who have visa restrictions and wish to apply for a Graduate Visa**

Where all work has been submitted but not marked owing to the MAB and the student wishes to apply for a **Graduate Visa** and meets the eligibility criteria, we will confirm that the student has completed their course and will provide classification when available.

## **10 Students on programmes governed by Professional, Statutory or Regulatory Bodies**

If there are Professional, Statutory or Regulatory Body (PSRB) requirements which require specific learning outcomes to be met, the Board may take the following options:

- Grant completing students their award, but they would need to separately achieve their professional registration requirements.
- Not grant the award until the PSRB requirements can be met.
- Allow students who are not completing to progress, provided progression to a new module/ level is not dependent on the completion of a pre-requisite which has not been met owing to the MAB.