

## Examination Board Guidance 2021-22

This document provides further detail on the regulations and processes for examination boards this year, including which provisions apply to which students and cohorts following past mitigation measures;

- The 2020-21 provisions remain online [here](#).
- The 2019-20 provisions remain online [here](#)

This is a staff guidance document – if students have queries that cannot be answered by the School/Institute, please advise them to contact the Student Enquiry Centre.

SEBs are reminded that students who were finalists in 2019-20 or 2020/21 but did not complete that year will carry forward provisions that relate to classification and award. In addition undergraduate students who were not finalists previously but who were registered here in 2019/20 will see the covid provisions come into effect this year (discounting some or all of the 2019-20 academic year when calculating a classification). SITS has been amended to calculate according to the amended rules, but please do check its outcomes carefully.

If you have queries, contact [Simon Hayter or Alice de Havillan](#) in ARCS. 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](#). Where SEBs have experienced external examiner resignations, internal scrutiny of marking will need to be especially thorough to ensure that the first and second marking was carried out in line with Queen Mary policies. 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 2021-22).

## 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 apply for students who were finalists in 2019/20 & 2020/21 but did not complete, and for students who are finalists for the first time this year.

### Award rules for students who are finalists for the first time in 2021-22

The standard award rules as set out in the relevant edition of the Academic Regulations apply.

### Award rules for students who were finalist for the first time in 2020-21

The standard award rules as set out in the relevant edition of the Academic Regulations apply.

### Award rules for students who were finalists in 2019-20

Amended minimum requirements for award continue to apply as follows:

#### Foundation Certificate (FdCert) (2019-20 finalists)

Take 120 credits and pass a minimum 90 credits including a minimum 30 at or above level 3. Achieve a minimum College Mark of 40.0.

#### Certificate of Higher Education (CertHE) (2019-20 finalists)

Take 120 credits and pass a minimum 90 credits including a minimum 30 at or above level 4. Achieve a minimum College Mark of 40.0.

#### Diploma of Higher Education (DipHE) (2019-20 finalists)

Take 240 credits and pass a minimum 180 credits including a minimum 30 at or above level 5. Achieve a minimum College Mark of 40.0.

#### Ordinary Degree (2019-20 finalists)

Take a minimum 360 credits and pass a minimum 270 credits including a minimum 30 at or above level 6. Achieve a minimum College Mark of 40.0 (calculated as a flat average of all

360 credits).

**Standard three-year bachelors' awards (BA, BSc, BSc (Econ), BSc (Eng), BEng) (2019-20 finalists)** Take 360 credits and pass a minimum 270 credits including a minimum 30 at or above level 6. Achieve a minimum College Mark of 40.0.

**Intercalated Bachelor of Science or Bachelor of Medical Sciences (iBSc/iBMedSci) (2019-20 finalists)** Take 120 credits and pass a minimum 90 credits including a minimum 30 at or above the level 6. Achieve a minimum College Mark of 40.0.

**Bachelor of Law (LLB) (2019-20 finalists)**

A separate document from 2019-20 covers these arrangements – if SEBs other than Law have queries, please contact ARCS.

**Standard four-year integrated masters' awards (MEng, MSci) (2019-20 finalists)**

Take 480 credits and pass a minimum 360 credits including a minimum 30 at or above level 7. Achieve a minimum College Mark of 40.0.

**Graduate Certificate (GradCert) (2019-20 finalists)**

Take 60 credits and pass a minimum 45 credits including a minimum 30 at or above level 6. Achieve a minimum College Mark of 40.0.

**Graduate Diploma (GradDip) (2019-20 finalists)**

Take 120 credits and pass a minimum 90 credits including a minimum 30 at or above level 6. Achieve a minimum College Mark of 40.0.

**Bachelor of Medicine and Bachelor of Surgery (MBBS) (2019-20 finalists)**

No changes from the standard regulations for award.

**Bachelor of Dentistry (BDS) (2019-20 finalists)**

Please refer to the Institute of Dentistry.

**Postgraduate taught awards (CILT, PgCert, PgDip, MA, MSc, MRes, MPA, MCLinDent) (2019-20 finalists)**

The standard award rules as set out in the relevant edition of the Academic Regulations apply, except that 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.

## 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 in 2020-21, but did not complete, and 2021/22 finalists.**

**Undergraduate (except LLB, BDS and MBBS)**

The normal classification algorithm applies except 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 – e.g. a standard 1-3-6 weighting would become 1-0-6 or 0-3-6 (first, second, third 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, students who are part-time or on multi-year PGT programmes who were registered at QM in 2019-20 and who are now finalists for the first time will receive the same discounting provision as students who were finalists in 2019-20 but did not complete that year (see [below](#)); for those students the discounted credits can come from anywhere in the programme and are not limited to 2019-20 modules.

#### Classification of students who were finalists in 2019-20

##### Undergraduate (except LLB, BDS and MBBS) (2019-20 finalists)

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.

##### LLB (2019-20 finalists)

A separate document from 2019-20 covers these arrangements in full – if schools other than Law require details, please contact ARCS. Standard three-year LLB students will be classified on the standard scheme, but with the 30 credits of final year modules with the lowest marks not counting as a negative factor in the minimum profiles.

##### MBBS and BDS (2019-20 finalists)

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

##### Postgraduate taught (2019-20 finalists)

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). Please also note the change to condoned failure, [above](#), for this cohort.

#### 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).

### For students who were finalists in 2019/20 and 2020/21

Mitigation arrangements remain in place; the zone of consideration is 1.5% (rather than 1%) for all students. Students falling within the zone will be raised to the next classification provided they have 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

### For students who are finalists for the first time in 2021/22

The standard borderline policy applies, and SEBs will note that the zone of consideration and borderline policy has been amended from 2021/22 onwards (See regulation 2.114-2.116).

The standard regulation is 1% for all students except one year FT students who began their studies in 2021/22, where the zone of consideration is now 1.5%\*. Students falling within the zone will be raised to the next classification provided they have at least half their 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

\*this clarification to guidance previously circulated and reflects the [updated Regulation](#) (Regulation 2.115 of the 2021/22 Academic Regulations)

### 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.

Students who are finalists for the first time in 2021/22 are subject to standard borderline policy as per the regulations on which they entered.

### 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. If you are unable to access Power BI please contact Sharon Pay, Reporting Services Manager in IT Services.

### 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	16 June 2021 (12 noon)
SEB period	18 – 25 June 2021
Submission of SEB paperwork to ARCS and submission of final post-SEB marks to SITS	29 June 2021 (12 noon)
Degree Examination Boards	6 July 2021 (H&SS 10-12.00, S&E 14-16.00 <sup>†</sup> )
Official release of results	15 July 2021

\*These have a separate calendar.

<sup>†</sup> Includes the (FMD) Intercolated Programmes and WIPH UG SEB.

Postgraduate taught SEBs	
Mark entry deadline	16 June 2021 (12 noon)
SEB period	18 June – 2 July 2021
Submission of SEB paperwork to ARCS and submission of final post-SEB marks to SITS	6 July 2021 (12 noon)
Degree Examination Board	14 July 2021 (14-16.00)
Official release of results	21 July 2021

### Summer Boards

UG & PGT mark entry:	12pm on Wednesday 15 June. (Registry will activate batch processing from the evening of 16 <sup>th</sup> June to run overnight.)  SEBs are asked to refrain from running SEB paperwork until after 12pm on 16 June so that Registry can run checks to ensure the award rules are working correctly.
UG SEB window:	17 - 23 June.
PG SEB window:	17 Jun – 1 July
UG Paperwork submission date:	12pm, 28 June
PG Paperwork submission date	12pm, 6 July
<b>Summer Degree Examination Boards take place as follows:</b>	
UG HSS DEB:	5 July 10.00-12.00, via TEAMS
UG S&E DEB:	5 July 14.00-16.00, via TEAMS
(Joint programmes with China	13 June, 13.00 - 14.30, via TEAMS)
PG Joint Summer DEB	13 July, 14.00-15.30, via TEAMS
UG Medicine DEB:	22 June
UG Dentistry DEB	17 June
Official results release	14 July (UG) 20 July (PG)

### Late Summer Boards

Mark Entry	by 5pm Friday 19 August
SEB Window	22 - 26 August
Paperwork Submission date	1 September
<b>The Late Summer Degree Examination Boards take place as follows:</b>	
Late Summer DEB HSS	14 September, 14.00-15.00 via TEAMS
Late Summer DEB S&E	14 September, 15.00-16.00 via TEAMS
Official results release	8 Sept (UG continuing students) 21 Sept (UG Finalists)

### PG Autum Boards

Mark Entry:	12pm 23 September
PG SEB Window:	26 September – 5 October
Paperwork submission date:	7 October
<b>The PG Degree Examination Boards take place as follows:</b>	
PG HSS DEB	14 October, 10.00 – 12.00 via TEAMS
PG S&E DEB	14 October, 14.00 - 15.00 via TEAMS
PG SMD DEB1	19 October, 10 .00– 11.30 via TEAMS
Official release of results	27 October.

If you will be running SEB reports, check in advance to make sure that you can log-in. If you cannot, contact Simon or Alice in ARCS to have this set up. Reports this year will include additional columns to show the different calculations in use.

SEB report generator: <https://webapps2.is.qmul.ac.uk/seb/report-two.action> SEB report generator guidance: [Assessment Handbook](#) appendices

In all cases, the SEB paperwork for submission to ARCS comprises the Report to the DEB, the SEB minutes, the EC monitoring form, and – where relevant – any first take forms. Templates are [here](#).

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