

ULSTER UNIVERSITY – COLLABORATIVE PROGRAMMES

NOTES OF GUIDANCE FOR COURSE RESULTS SHEETS (Colleges) - All assessment periods

IMPORTANT INFORMATION FOR COLLEGE COURSE DIRECTORS

Notes of guidance for University Course Results sheets are set out below. **The attention of staff is particularly drawn to section i) which sets out the method for calculating summary marks for awards, approved by the Teaching and Learning Committee on 13 October 2010. The summary award mark must be calculated in accordance with the scheme set out in this section for all candidates to be considered for awards by Boards of Examiners.**

Reminder – Presentation of Results for the Supplementary Examination Period

(August/September) - Section f) explains how results obtained at the supplementary period are displayed in the results sheets.

NOTES OF GUIDANCE

The following points should be noted in relation to results sheets.

- a) Student Selection – For all assessment periods, other than the August/September supplementary period, registered students and those who have either withdrawn or taken a period of leave of absence during the academic year are included in reports. For the supplementary period only the following categories of students are included:
- those required to undertake supplementary coursework or examinations;
 - those who were not assessed by a Board of Examiners earlier in the year; and
 - those on placement.

The sort order is as follows:

- Course results sheets – students are sorted by course and year.
- b) The following information is displayed for each student:
- Enrolment Status (note that a decision should not be made for a student with a Status of 'Enrolment Suspended – Disciplinary') if applicable;
 - The qualification the student is aiming for (this should be amended in red ink where the Board agrees to make a different award);
 - Option Code (where applicable and advised to CCU);
 - Year of Entry;
 - Current progress decision (AST code), where applicable;
 - Aggregate or Year Average (this must be manually entered).
- c) Module Headings: CW = Coursework, EX = Examination, Tot = Total Mark, TG = Total Grade (where applicable).
- d) Modules to be deleted from a student's record should be scored through in red ink. **It is important that Course Directors inform the Collaborative Courses Unit immediately of any missing or incorrect modules/CRNs.**
- e) The semester of the module is displayed against the module code with modules sorted in the following order - S1, S12, S13, S2, S23, S3, SYR (the latter being a module taken across the full year). The credit value is also displayed in the module cell.
- f) Only one row of marks is displayed for students for each year. These are the latest profiles of marks including, where applicable, the results obtained in supplementary assessment (May first sits or August first sits/resits). Supplementary examination results are identifiable by reverse highlighting

of the CRN and the inclusion of a flag which provides the details of the work which was required. The key to the flags is as follows:

FC First Sit Coursework; RC Resit Coursework; FE First Sit Examination; RE Resit Examination; FB First Sit Both; RB Resit Both; FCRE First Sit Coursework & Resit Examination; RCFE Resit Coursework & First Sit Examination

In addition, an indicator of 's' (supplementary) or 'o' (original) is displayed in the marks cells of modules for which students were required to take or retake coursework and/or examinations at the August examination period. This shows whether the marks displayed are new marks obtained at the supplementary period or the original marks scored in January or June.

- g) Fail marks are indicated by reverse highlighting.
- h) An identifier of two asterisks '**' recorded in the cell of the assessment element with reverse highlighting shows that the following information for the element (coursework or examination as appropriate) has been recorded on the database:
- the student was absent from the examination;
 - the student did not submit coursework;
 - the Course Director did not record any value for the element and the member of staff responsible for entering marks has recorded that the mark is unavailable.
- i) Method for Calculating Summary Award Mark (Approved by the Teaching and Learning Committee on 13 October 2010)

The Course Director is responsible for calculating the summary award mark for each eligible student in accordance with the course regulations. The following method applies for all students considered by Boards of Examiners.

In the calculation of the summary award mark the contribution of each module is based on its credit value. For modules which contribute to the summary award mark (normally amounting to 120 credits at Level 6 for FT Hons programmes) each total module mark is multiplied by the module credit points to give the total mark credits for the module. The total mark credits are then added together and divided by the total module credits to give the weighted summary mark which is rounded to two decimal points. This figure is then rounded to the nearest whole number (on the basis that .49 and below is rounded down and .50 and above is rounded up). The rounded mark should be recorded on the course results sheets as the mark which determines the award classification.

Example

Module	Credits	Mark	Mark x Credits		
MOD501	20	62	1240		
MOD502	20	66	1320		
MOD503	20	56	1120		
MOD504	20	56	1120		
MOD505	20	57	1140		
MOD506	10	66	0660		
MOD507	10	54	0540		
Total	120		7140	/120 =	59.50 rounded to 60
					=60

- j) Year Average Mark – For students in non-final years of courses the same method is used for arriving at the year average mark as for aggregate award mark. The rules for rounding are also the same.

ADDITIONAL POINTS FOR THE ATTENTION OF COURSE DIRECTORS

1 Amendments to Module Marks

(Note: References to Boards of Examiners include committees convened to consider student performance in Semester 1.)

Course Boards of Examiners - After receiving the final edition of the course results sheets, changes to module marks, or new marks entered, must be recorded on the sheets using red ink only, whether the changes are made before or during the Board of Examiners. However, where the marks for all students on a module are added by hand to the course results sheets the marks should be submitted to the CCU as soon as possible, so that the marks can be entered. Any amendments made to the marks, either before or at the meeting, must be included.

2 Recording Provisional Decisions of Preliminary Course Boards of Examiners

Where, exceptionally, Boards of Examiners are held following examinations at the end of Semester 1 provisional progress decisions (recorded as AST codes), recommended at the preliminary Board of Examiners, should be recorded on the copy of the course results sheets supplied to the Chairperson of the Board. For final year students' provisional classifications should also be recorded. These provisional decisions and classifications are subject to the approval of the Board.