

## **First Year Boards of Examiners' Conventions**

**NB:** The Conventions were amended on 19 May 2015 with immediate effect following approval of changes on behalf of Senate. Original version of the Harmonised FYBOE Conventions is available [from here](#).

*These harmonised conventions for First Year Boards of Examiners in the Faculties of Arts, Science and Social Sciences are applicable to all current students who joined the University of Warwick in Autumn 2013 or later.*

1. The following conventions govern progression from level 4 to level 5 (from first year to the second year) in all undergraduate degree programmes in the Faculties of Arts, Science and Social Sciences. They should be read in conjunction with Regulation 8 on First Degrees.

### **Interpretation and other notes**

2. For the purposes of these conventions, the term "resit" refers to all forms of re-assessment (i.e. second attempts following initial academic failure).

3. Any references to a September Board of Examiners shall apply to any Board of Examiners considering the results of resit examinations.

4. In these conventions "required core modules" refers to all modules which a student is required to take and pass in order to progress to the following year of study in their degree programme. Where it is a requirement to take and pass a module selected from a list of two or more modules, such a module will be a "required core module."

5. Where a degree programme requires that students must pass required core modules in order to progress to the second year of the programme, student handbooks and other information provided to students must specify the required core modules.

### **Marking and examining matters**

6. Final marks for modules shall be recorded on a scale of 0-100. The mark recorded will be the mark achieved on the basis of assessment components completed and the normal assessment scheme for the module. In no circumstances should a hypothesized module mark be determined from partially-completed assessment components and/or formative work (except as may be permitted by any separate University policy regarding the waiving of assessments of very low credit weight).

7. The pass mark for all undergraduate modules is 40.

8. There is no provision for passing a module by compensation.

9. Where a module has more than one element of assessment, the final mark for the module will normally be the weighted average of the marks for the individual elements of assessment. The department responsible for the module must specify, in information provided to students, whether or not it is a requirement to achieve a pass mark in each or any particular element of assessment.

10. Where a module has more than one element of assessment, the department responsible must specify, in information provided to students, what is required by way of resit in the case where some elements of assessment are passed and some elements are failed.

11. Where a module is taken as a resit (i.e. a second attempt following initial academic failure), the maximum module mark which may be achieved for the purposes of the student's Higher Education Achievement Record (HEAR) is a capped mark of 40. In these circumstances the uncapped mark will be recorded by the student's department as part of his/her departmental student record.

#### **Absence from Exams/Failure to Complete Assessments**

12a) A candidate absent from a first attempt at an examination or assessment because of exceptional mitigating circumstances, may be required to sit the examination or assessment for the first time in the Summer vacation, or at the next available opportunity (if a further examination or assessment is normally available in the module concerned).

b) Where the absence is due to exceptional mitigating circumstances and relates to a resit examination or re-assessment (that is, absence from a second attempt not a first attempt), the candidate shall be given a further opportunity to resit at the next available opportunity (if a further examination or assessment is normally available in the module concerned).

#### **Failure due to Mitigating Circumstances**

13a) Where a candidate fails a module at the first attempt because of exceptional mitigating circumstances, the Board may disregard the examination or assessment and permit a further first sit in the Summer vacation, or at the next available opportunity (if a further examination or assessment is normally available in the module concerned).

b) Where a candidate who is resitting (that is, taking a second attempt not a first attempt) fails a module because of exceptional mitigating circumstances the Board may disregard the examination or assessment and permit a further resit at the next available opportunity (if a further examination or assessment is normally available in the module concerned).

14. References to an overall average mark relate to the marks in modules, weighted according to the normal load, as defined in the relevant Course Regulations, or determined according to any additional relevant regulations pertaining to additional credit as set out in the Undergraduate Degree Classification Conventions and the Credit and Module Framework.

#### **Progression**

15. The Board of Examiners will determine whether or not a candidate is permitted to proceed to the second year of study in accordance with the conventions set out below.

16. A candidate who achieves passes in whole modules totalling at least 80 credits, who has also passed in all required core modules, and has achieved an overall average mark of 40, should proceed.

17. At the June Board of Examiners, a candidate who is not permitted to proceed, but has achieved an average of at least 40, will be required to resit all failed required core modules. Additionally, such

a candidate who has not achieved passes in whole modules weighted at a minimum of 80 credits, will be required to resit other failed modules, as directed by the Board of Examiners.

18. At the June Board of Examiners, a candidate who is not permitted to proceed, who has achieved an average of less than 40, will be required to resit failed modules, as directed by the Board of Examiners.

19. A candidate who has achieved passes in all required core modules and who has achieved an overall average mark of 40 but has not passed modules totalling 80 credits, may be permitted to proceed, where the Board of Examiners is satisfied that the candidate's performance demonstrates sufficient knowledge, understanding and skills in modules relevant to the degree programme to justify progression. Minutes of the meeting of the Board of Examiners must specify how the Board arrived at the decision.

20. If a candidate fails a module and is not offered an opportunity to resit, the mark in the failed module shall be discounted for purposes of calculating the overall average for progression.

21. A candidate is not permitted to resit a module in which a pass mark has been achieved, including a situation where a candidate is absent or fails an assessment element because of exceptional mitigating circumstances.

22. A candidate who is neither permitted to proceed nor permitted to resit, shall be required to withdraw.

23. Information provided to students must specify any laboratory or practical assessments which must be passed in order to proceed. A candidate who fails to achieve an acceptable standard in such laboratory or practical tests shall be required to withdraw.

24. In exceptional circumstances, the September Board of Examiners may permit a student to resit failed examinations in the following summer, without residence.

25. Where an average mark is calculated and carried forward as a contribution to degree credit, the calculation shall only include first attempt marks or a capped mark of 40, passed on resit (it being noted that this may therefore mean that this mark is not the same as the average mark used to arrive at the progression decision).

*Originally approved by the Senate at its meeting on 3 July 2013. Updated 13 August 2013, and 29 May 2014. Conventions amended on 19 May 2015 following approval (CA) on behalf of the University Senate - implementation with immediate effect.*