**FAQ’s on assessment**

These FAQs relate primarily to students on taught programmes of study and not research programmes. If you are a research student and have questions or concerns you should contact your supervisor for advice.

This applies to all areas of the University Centre Myerscough but may differ in its application because of specific course or professional body requirements.

**What does the ‘no detriment’ policy mean?**

* The ‘no detriment’ policy is a safety net to support students who may have found it difficult to perform to their usual standard due to Covid-19 and the lockdown. The policy applies to all UCLan students, those at partner colleges in the UK and overseas
* It means overall module marks and each student’s record will be carefully considered by the assessment boards to address possible detriment since lockdown
* We have worked closely with the numerous professional, statutory and regulatory bodies which accredit our courses, to ensure our decisions mean graduates still receive an accredited degree award

**When and how will I get my results?**

You can view your results securely online by using [MyUCLan](https://my.uclan.ac.uk/BANP/bzsydweb.P_Transcript)  It is University policy not to give results over the telephone or via email. Results will be available via [MyUCLan](https://my.uclan.ac.uk/BANP/bzsydweb.P_Transcript) as follows:

* Final year students from 29 June 2020
* All other years – from 30 June 2020

**I am studying at a partner or overseas college - does this apply to me?**

* Yes, and unless there are specific course, professional, statutory or regulatory requirements.

**What does an A or an H mean against my results?**

In the current situation, assessment boards have the power to adjust and predict marks, based on evidence of previous performance. These are indicators that we have used in applying our ‘no detriment’ policy at a module level.

*A: indicates that a mark has been adjusted upwards:*

* After your work was marked and moderated according to our usual processes, the module results for your course will have been compared to previous module results
* Where there appears to have been a substantial impact to the average marks, these will have been adjusted, as part of standard module moderation
* Additionally, your own individual mark will have been compared to previous performance prior to Covid-19. If your mark was lower than we would have expected at this point, then your mark will have been adjusted upwards
* You will see a mark such as 45A to indicate this

*H: indicates a predicted mark:*

* If you had extenuating circumstances in place and/or were unable to complete an assessment because of Covid-19, then as long as it is allowed by the requirements of your course and/or professional, statutory and regulatory bodies then your academic team will have allocated a predicted mark
* This will be based on available information such as your previous academic performance
* You will see a mark such as 58H to indicate this

**I have received marks with indicators of A and/or H but I think I could have achieved a higher mark. What can I do?**

* The A and/or H indicator shows that we have applied an adjustment upwards or predicted a mark based on previous performance.
* This mark cannot be taken away from you, however if you think you could have got a better mark and would like to have another go, you can still opt to submit the work for that particular module/component.
* Please inform your tutors if you wish to opt to submit the work for any assessments with ‘A’ or ‘H’ indicator and then liaise with your tutors regarding the arrangements for completion and submission of the outstanding assessments.
* This optional submission for people with a A/H grade is not the same as mandatory re-assessment (i.e. for those who have not achieved the marks to complete the module). Anyone who needs to do a mandatory reassessment will be contacted to inform them of this, and the timings and requirements for the reassessment.
* The deadline for your optional submission attempt is 7August for non-exam based submissions. Exams will take place during the standard re-assessment week for exams (w/c 10 August). It is likely that any August exams will take place remotely and you should prepare for this, but we will confirm nearer the time.
* The optional submission work will only go through an assessment board and be awarded on your profile if the mark is higher than previously awarded.

**I have a module with an I grade and a ‘Proceed Counsel on Progression Route’ recommendation. What should I do?**

* You will have been given an I either because the professional body does not allow us to predict a mark for you on your course, so you need to retake this module - or because you did not submit work/submitted extenuating circumstances
* A ‘Proceed Counsel on Progression Route’ recommendation means that we have not stopped you from progressing with this outstanding module, but that you must now make an attempt at this assessment otherwise you will not be able to continue the course / an accredited award may not be possible
* Please liaise with your tutors regarding the arrangements for completion and submission of the outstanding assessments.
* You should submit coursework assignments no later than 7 August for non-exam based submissions.
* Examinations will take place in the standard reassessment week for exams (w/c 10 August 2020) unless notified otherwise by your tutor.  These are likely to be remote delivery exams or alternative forms of assessment similar to those in the May exam period. Please liaise with your tutor over the date, time and arrangements for any resit examinations/alternative forms of assessment

**I have been referred in one or more modules (R indicator). What should I do?**

You will be sent a re-assessment notification by the Business Support team at Myerscough, which will outline the arrangements for your reassessment work.

**I have to do a number of practice hours for my course which I have not yet completed. How will this be completed?**

This will vary due on different courses and as a result of personal circumstances, so please contact your course leader.

**Will my degree be worth the same having been completed by remote teaching and assessment?**

* Yes. Your degree has the equivalent value of any other, and continues to meet UK and where relevant professional, statutory and regulatory body requirements. Careful consideration has been given to ensure that online learning and assessment meets the same standards as on campus
* We have made sure that you are still able to meet the learning outcomes of your course. Your course continues to be delivered by the same people and most assessments remain the same, just delivered through a different method.
* Normal processes around marking and moderation and external examining have continued as normal, just done remotely

**Will my final transcript or certificate indicate A or H marks or Covid related statements?**

* No, final award transcripts and certificates will not show these indictors.
* For non-finalist students, the indicators will stay on the student record system so that we can take this detriment into account in future years

**I am an Honours Degree Year 1 student, will any marks this year affect my future classification?**

If you are an Honours Degree student, you must pass year 1 to progress within your course, however marks in year 1 do not affect your future degree classification.

For all other courses (Foundation Certificate, Foundation Degree, DipHE, Masters Degrees), the marks from all years will count towards the classification of your award.

**I am a second-year student worried that this year will affect my future results and classification**

* We are applying our ‘no detriment’ approach to all modules and all years of study and will be able to see in future years where we adjusted or predicted a grade
* We also recognise that for students in year two, achievements this year could affect future classifications. Please do not worry, because if the pattern of performance dips during this period, we will still take this into consideration in future years, even if the COVID-19 situation is then a distant memory.

**I am not happy with the application of no detriment, what can I do?**

* Please email your tutor who will liaise with others present in the assessment board to check that the ‘no detriment’ policy has been applied correctly
* If you receive your results on 29 or 30 June you will need to submit your request to your tutor within 10 working days of that date, so by 13 or 14 July at the latest.
* We will check your grades against your previous performance. If it is found that the ‘no detriment’ policy has not been applied properly, then the assessment team will liaise with the Chair of your assessment board to reassess your results
* If it is found that the ‘no detriment’ policy has been applied correctly then we will be in touch to let you know that the check is complete
* If you are still not satisfied, then you should follow the normal Academic Appeals process and you will then have 10 days to put in an appeal under the standard grounds.
* The appeals process will work as described, and to published timescales, just remotely using Microsoft Teams

You are entitled to receive free, confidential and independent advice regarding the appeal from the Students’ Union’s Advice Centre, who can be contacted by emailing [suadvice@uclan.ac.uk](mailto:suadvice@uclan.ac.uk).