

QHS 15E: Appendices

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1. Appendices

Appendix 1: Module results: decision codes

The following table lists module decision codes and should all be inputted at element level only. The system will automatically generate a pass code (PA) whenever element grades meet the pass criteria.

Code	General Terminology	Description and example
<i>Deferral codes</i>		
DF	Decision not yet made	A decision is not yet made on the element or module; this may be due to a CPC, Academic Integrity or missing information/marks.
<i>Pass codes</i>		
PA	Pass	The student has passed the element and/or module. This decision appears automatically.
PB	Pass – Grade capped	Where the grade is capped at a pass, often due to an Academic Integrity, further attempt, or late submission.
PC	Pass with compensation	Student is compensated in an element or module
PJ	Pass – credit points only	When the element or module is passed but the mark is capped at zero. Often used as outcomes of Academic Integrity.
<i>Referral period codes</i>		

Code	General Terminology	Description and example
1S	First sit	The student is to be given another attempt at a module in the referral period but is to be marked as a first attempt, usually due to a CPC.
1R	First sit in referral period – contact module leader	Where a student is taking an alternative assessment as a first sitting in the referral period
RR	Referred	Student has failed the module, but is given another attempt in the referral period
RM	Referred – contact module leader	Student has failed the module, but is to undertake an alternative assessment in the referral period
RF	Referred – final attempt	Student has failed and is to be given a final attempt in the referral period
RI	Referred – In Year Reassessment	To be used where the student is permitted another attempt at the element as part of In Year Reassessment Note: In 2026/27, this should only be used for those assessments which are part of the In-Year Reassessment Pilot
<i>Next academic year codes</i>		
1B	First sit next academic year with attendance	Student is to be given another attempt in the next academic year with attendance and is to be marked as first attempt. Usually due to a CPC.
1C	First sit next academic year	Student is to be given another attempt in the next academic year and it is to be marked as first attempt. However this is without attendance.

Code	General Terminology	Description and example
	without attendance	
FW	Fail – repeat with attendance	Student has failed the element module and is to repeat with attendance, and will be capped,
FP	Fail – repeat with attendance: Final attempt	Student has failed the element or module, is to repeat with attendance, but it is their final (exceptional third) attempt
FA	Fail – repeat without attendance	Student has failed the element or module and is to repeat without attendance, and will be capped
FB	Fail – repeat without attendance: final attempt	Student has failed the element or module, is to repeat without attendance, but it is their final (exceptional third) attempt
FO	Fail – repeat alternative module	Student has failed the module and is to attempt an alternative module as a referred attempt.
<i>Failure codes</i>		
FN	Fail – no more attempts allowed	Student has failed the element or module and is to be allowed no more attempts
<i>Withdrawn codes</i>		
WD	Withdrew	Student withdrew from the module

Code	General Terminology	Description and example
DE	Deceased	To be used where the student is deceased and did not complete the element or module

Appendix 2: Progression decisions

Progression codes are used to demonstrate a final decision on the student's record for that academic year. The below table lists all Progression Codes and their descriptions.

Examples are included in the tables below to further ensure the appropriate progression decisions are selected.

Banner code	General terminology	Examples
<i>Deferred Decisions (Record remains in same academic year)</i>		
DF	Decision deferred	To be used where a decision cannot yet be made; this may be due to a CPC, Academic Integrity or missing information/marks.
<i>Proceed Decisions (Rolls record into next academic year)</i>		
P0/P1/P2/P3	Proceed to next level	To be used where a student passes all required modules and proceeds to the next level of their course. Generally, the number in the code (0,1,2 and 3) refers to the year of study they are passing (Foundation, Year One, Year Two and Year Three, respectively)
PS	Pass and Proceed to Placement	To be used where a student has successfully completed all required modules and is proceeding to placement.
PD	Proceed with deficit	To be used here a student is being allowed to proceed to the next level/year of study carrying deficiencies. This is usually where students are repeating a single module in the next academic year.
PP	Proceed to Placement (Deficit)	To be used where a student is being allowed to proceed to their placement while carrying deficiencies.
PB	Proceed - Limited Bachelor's Degree	To be used where a student on an Integrated Master's has not met the requirements to remain on the Integrated Master's Route of Study

Banner code	General terminology	Examples
PG	Proceed – Limit of Ordinary Degree	To be used where a student has failed a number of modules and is being allowed to retake some or all, but for an Ordinary Degree only.
PR	Proceed – Stage Incomplete	To be used when a part time student progresses to the next academic year without completing all modules from the previous level. They will study a combination of modules from both levels.
PU	Proceed Same Year	To be used where a student has passed all required modules, and will continue modules normally taught in the same year in the next academic year; often used in Varying Rate of Study.
PW	Proceed within Stage	To be used where a student is going into the next formal year of study, but is remaining at the same academic level, often used in Part Time Courses.
NI	Break in Study	To be used where the student is on a Break in Study and will be returning.
<i>Referral Decisions (Record remains in same academic year)</i>		
R1	First Sitting in Referral Period	To be used where the student is being given the opportunity to sit, as if for the first time, all outstanding assessments in the referral period.
RA	Referred in Referral Period	To be used where a student is being given the opportunity to sit all outstanding assessments as further attempts.
F2	Mixture of first and further sits in referral period	Where a student is taking a mixture of first and further sits in the referral period.

Banner code	General terminology	Examples
<i>Repeating Year Decisions (Rolls record into next academic year)</i>		
F1	Repeat Year (first sits)	To be used where the student is being allowed to repeat and take first sittings in all available assessments in the next academic year, but not progress to the next formal year of academic study.
FY	Repeat Year (First sits and repeats)	To be used where the student is being allowed to repeat next academic year and will be taking a mixture of first sittings and standard repeats, but not progress to the next formal year of academic study.
FR	Repeat Year (All Repeats)	To be used where a student is being allowed to repeat next academic year and all assessments will be standard repeats. The student will also not progress to the next formal year of academic study.
<i>Withdrawn Decisions (Closes record)</i>		
FT	Withdrawn due to academic failure	Student cannot continue their studies due to failing modules with no possibility of repeating assessments or modules and have been withdrawn from their course.
WD	Withdrawn	To be used where the student has exited the course before gaining enough credit for any award
WI	Withdrawn – Internal Transfer	To be used where a student is leaving one course at NTU and is transferring to another.
FB	Permanently Excluded	To be used where the student has been permanently excluded; usually due to Academic Integrity or Student Code of Behaviour

Banner code	General terminology	Examples
PT	Pass and Transfer Out	To be used where a Foundation Year Student passes their year but transfers to another institution.
DE	Deceased	To be used where the student is deceased and did not complete enough credits for an award.
<i>Awarding Decisions (Closes record)</i>		
PA	Quality for Award	To be used where a student completes a course and qualifies for an award. This completes the record for the student.
PF	Qualify for Fallback	To be used where the student exits the course before it's completion or is awarded a lower level award than the one they originally enrolled for.
PN	Complete Non Award Bearing	To be used in instances where students have completed non-credit bearing courses, study individual modules or Exchange students.

Appendix 3: Award codes

Whenever the codes PA, PF or PN are used then an award code will be entered by the Student Data Team.

Award/Honours Codes	
<i>These codes are entered to specify the class of award. They are only used in conjunction with one of the awards codes in progression table (PA, PF or PN)</i>	
10	First Class Honours
21	2nd Class Honours-1 st Division
22	2nd Class Honours-2 nd Division
30	Third Class Honours
DN	Ordinary Degree
DD	Ord Degree with Distinction
AE	Aegrotat
AD	Awarded PGDip
AP	Award Professional Certificate
DA	PgDip with Distinction
DC	PgDip with Commendation
AC	Awarded PGCert
CA	PgCert with Distinction
CC	PgCert with Commendation
A2	Awarded Dip HE
A1	Awarded Cert HE
AA	Awarded Cert of Achievement
AN	Awarded Cert
HC	Awarded Higher Cert (UFD)
DB	Advanced Diploma
DE	Adv Diploma with Distinction
PV	Cert of Professional Studies
PQ	Cert of Prof Studies (Dist)
PA	Pass
PP	Pass for Credit Points
PC	Pass with Commendation
PD	Pass with Distinction
PM	Pass with Merit
PE	Excellent Pass
A3	Adv Dip in Studies in Sec Edu
A4	PG Cert in Studies in Sec Edu
A5	Adv Dip in Studies in Prim Edu
A6	PG Cert in Studies in Prim Edu
A0	Awarded Dip
BA	Certificate in Business Admin
DS	PG Dip in Studies in Education
DT	Prof Dip in Studies in Educ
DU	PG Cert in Studies in Educ
DV	Prof Cert in Studies in Educ
HD	Awarded Higher Cert with Dist
HM	Awarded Higher Cert with Comm
PH	Pass with Honours
ID	DipHE with Distinction
CD	CertHE with Distinction
V1	Postgraduate Diploma (Outstanding) (Bar Voc)

V2	Postgraduate Diploma (Very Competent) (Bar Voc)
V3	Postgraduate Diploma (Competent (Bar Voc)
V4	Postgraduate Certificate (Outstanding) (Bar Voc)
V5	Postgraduate Certificate (Very Competent) (Bar Voc)
V6	Postgraduate Certificate (Competent) (Bar Voc)
NP	Notification of Performance (FE)

Appendix 4: Departmental honours codes

These codes are used to indicate supplementary awards in Banner.

AEL	Advanced Diploma in English Law
APE	Adv Dip in Studies in Prim Edu
ASE	Adv Diploma in Stud in Sec Edu
CAS	Cert in Accounting Skills
CBP	Cert in Business Practice
CEL	Certificate in English Law
CER	Certificate
CML	Cert in Mentoring and Lship Dev
CMS	Certificate in Management Studies
CP	Commendation*
CPC	Cert of Practical Competence
CPD	Cert Prof Practice in Design
CVS	Cert in Vocational Studies
DEL	Diploma in English Law
DIP	Diploma
DP	Distinction*
DPD	Dip Prof Practice in Design
EUB	Eurobachelor
IPC	International Placement Certificate
IPD	International Placement Diploma
ISC	International Study Certificate
ISD	International Study Diploma
ISPC	International Study and Placement Certificate
ISPD	International Study and Placement Diploma
PCG	PGCert Pro Stud in Career Guid
PGICD	Postgraduate International Study Diploma
PGIPC	Postgraduate International Placement Certificate
PGIPD	Postgraduate International Placement Diploma
PGISC	Postgraduate International Study Certificate
PGISPC	Postgraduate International Study and Placement Certificate
PGISPD	Postgraduate International Study and Placement Diploma
PGPC	Postgraduate Placement Certificate
PGPD	Postgraduate Placement Diploma
PLC	Placement Certificate
PLD	Placement Diploma
PPE	PG Cert in Studies in Prim Edu
PSE	PG Cert in Stud in Sec Edu
SDD	Dist in Spoken French & Span
SDF	Distinction in Spoken French
SDG	Distinction in Spoken German
SDI	Distinction in Spoken Italian
SDM	Distinction in Spoken Mandarin
SDS	Distinction in Spoken Spanish
SGD	Dist in Spoken Spanish & German
SGI	Dist in Spoken German & Italian
SID	Dist in Spoken Italian & Span

SMF	Dist in Spoken Mand & French
SMG	Dist in Spoken Mand & German
SP	Pass*
The following Placement Title codes must be entered in the Supplemental Data page of SHADEGR:	
XIE	Industrial Experience*
XIS	Industrial Studies*
XLS	Language Study Abroad*
XPD	Professional Studies*
XPP	Professional Practice*
XPS	Professional Skills*
When the Supplementary award is classified, the following Placement Classification codes must be entered in the Supplemental Data page of SHADEGR:	
DP	Distinction
CP	Commendation
SP	Pass

* - these codes must be entered in the 'Supplemental Data Field' in Banner 9

Appendix 5: Conferment statement

CONFERMENT STATEMENT

Title of Examination Board:

Date:

Cohorts:

Course Code	Subject	Mode of Attendance	Award

I confirm I was present at the final meeting of the Board of Examiners and agree with the awards conferred:

External Examiner's Name	Signature

Signed:

Date:

(Chair of the Board of Examiners)

Print name:

Signed:

Date:

(Secretary to the Board of Examiners)

Print name:



Appendix 6: External examiner absence proforma letter

**NOTTINGHAM TRENT UNIVERSITY
EXTERNAL EXAMINER PROFORMA LETTER**

Course title:

Course code:

Date of Board of Examiners meeting:

I did not attend the meeting of the Board of Examiners for the above course,
held on the above date.

However, I confirm that I have been involved with the assessment of
students and that I agree with the final recommendations reached.

Signed:

Print Name:

Date:

ATTENDANCE/MEMBERSHIP LIST
BOARD OF EXAMINERS: BROADCAST JOURNALISM
DATE:.....

[illegible]



Appendix 8: Chair's Action Form – Change of Exam Board Decision of Mark

This form should be fully completed by the initiator of any new grade or decision, signed by the Chair of the Board of Examiners.

School	
Student's Name	
Student ID	
Course Code	
Course Title	
Academic Year	
Cohort Number	

DETAILS OF CHANGES to results previously agreed at a formal Board of Examiners meeting **dated:**

	Module Code	Module Name	Assessment type	New Grade(s)	New Banner Reason Code
1					
2					
3					
4					

Please complete the following section if a new Progression or Award Decision is required

New Progression Decision or Award:

REASONS FOR CHANGE:

Initiated by:

Date:

I can confirm that the External Examiner has been involved in the assessment:

Signed:
(Chair of the Board of Examiners)

Date:

Print name:

Signed:
(Secretary to the Board of Examiners)

Date:

Print name:

Appendix 9: Final Award Board: List of recommendations

UNIVERSITY FINAL BOARDS: LIST OF RECOMMENDATIONS

Foundation Degrees:

Pass with Distinction Pass with Commendation Pass

Bachelor's Degrees:

First Class Honours (1st)
Second Class Honours (First Division) (2.1)
Second Class Honours (Second Division) (2.2)
Third Class Honours (3rd)

Ordinary Degree

Ordinary Degree with Distinction

Master's Degrees:

Pass with Distinction

Pass with Commendation

Pass

Interim or non-degree awards:

Pass with Distinction (PGDip, PGCert, DipHE, CertHE, Higher Cert and other non-degree awards)

Pass with Commendation (PGDip, PGCert, Higher Cert and other non-degree awards).

Pass (All awards).

A few courses may also have provision for the following categories:

Pass with Merit

Pass with Credit

All courses:

Fail

Referred

Deferred

All courses (exceptionally)

Aegrotat

Appendix 10: Results letters: Signposting for students

The table below provides some suggested wording for inclusion in results letters for students.

Signposting to International Student Support for Student Route students	Web: https://www.ntu.ac.uk/studenthub/international-student-support Email: int.support@ntu.ac.uk Phone: 0115 848 2631
Signposting to financial advice	If you are repeating a year of study, you are advised to seek advice as soon as possible regarding the impact of the change on your entitlement to your Student Funding and any action you need to take. Further information can be found on the website: www.ntu.ac.uk/changestostudy, or you can contact the University's Student Financial Support Service directly to discuss your situation (Tel: 0115 848 2494 or email: financial.support@ntu.ac.uk).
Signposting to Academic Appeals process	If you would like to appeal the decision of the Board, you can submit a Request for Reconsideration (R4R) via the online Appeals Portal. R4Rs must be submitted within 10 working days from the date of this letter and on the following grounds only: • If you believe that there was a material error or irregularity in the assessment process, or that one or more of the constituent parts which make up your final outcome are incorrect; or • If you have additional material information which could not have previously been made available through the CPC process or to the Board of Examiners. Dissatisfaction with your result in an assessment, module, or final award is not grounds for appeal because it constitutes disagreement with academic judgement. You can find the Appeals Portal and information on the R4R procedure here: https://www.ntu.ac.uk/studenthub/my-course/student-handbook/submit-an-nec-or-appeal You can seek independent advice from the Nottingham Trent Students' Union here: http://www.trentstudents.org/ias

Appendix 11: Specific guidance for examination board decision-making for Student Route students

	Outcome	Comments	Letter wording
Number of attempts	A discretionary third attempt at any assessment must be the <i>final</i> attempt for all Student Route students		
Extenuating circumstances	Any failure to attend or submit an assessment or failure in that assessment will always count as one of the three permitted attempts even with an upheld CPC		
On-award levels	Repeat module(s) and proceed with deficit: Trailing a module will not affect students' visa Status		
	Repeating less than sixty credits without attendance: Students must return to their home country. NTU will be unable to fulfil its Student Route monitoring obligations since the student will not meet the minimum 60 credit point criteria. NTU will no longer sponsor the student and their visa will be curtailed. The student must apply for new visa on return. For example, if a student has received a decision to complete forty credits with attendance and twenty not in attendance, the overall decision must be that the student returns to their home country.	The student should remain in contact with their School throughout their period of repeating without attendance. Students should be advised not to travel to the UK unless they have obtained a new CAS and visa. Information on obtaining a new CAS can be found on the International Student Support webpage. Please note the University cannot support entry to the UK if a new visa has not been obtained. Travelling on previous documents may lead to students being refused entry once they land in the UK. Students returning to the UK cannot make a visa application in the UK if they enter on the wrong visa. If there is an in-person assessment as part of the repeated module, then the student must gain a relevant visa (usually visitor's) for the duration of the examination period.	'You must study a minimum of 60 credit points and be required to be in the UK for the University to sponsor your Student Route visa. Students who are not studying on a full- time basis cannot be sponsored for a Student Route visa in line with UKVI guidance. Following the decision of the Board of Examiners you are now studying fewer than 60 credit points. As a result, NTU can no longer sponsor your visa. NTU must report to the Home Office when we withdraw sponsorship from a student. You will be reported in the next report cycle. We will email you when we have notified the Home Office. The Home Office may then take curtailment action against your visa. You should make arrangements to go back to your home country. The Home Office will write to you to confirm their actions.

			If you do return to full-time study at NTU, you will need to request a new CAS and apply for new leave to enter via a British Embassy. As soon as you are aware that you will be returning, you should request a new CAS via the International Student Support website and ensure that you have the correct documentation and finances in place to support a new visa application.'
	Repeating sixty or more credits with attendance: The student must be studying a minimum of 60 credits across the academic year, be required to be in the country, and NTU must fulfil its engagement monitoring obligations. If a student needs to extend their visa, they can receive advice on this from International Student Support.		
Final award levels	Repeating less than sixty credits without attendance: Students must return to their home country. NTU will be unable to fulfil its Student Route monitoring obligations since the student will not meet the minimum 60 credit point criteria. NTU will no longer sponsor the student and their visa will be curtailed. For example, if a student has received a decision to complete forty credits in attendance and twenty not in attendance, the overall decision must be that the student returns to their home country.	The student should remain in contact with their School throughout their period of repeating without attendance. Students should be advised not to travel to the UK unless they have obtained a new CAS and visa. Information on obtaining a new CAS can be found on the International Student Support webpage. Please note the University cannot support entry to the UK if a new visa has not been obtained. Travelling on previous documents may lead to students being refused entry once they land in the UK. Students	'You must study a minimum of 60 credit points and be required to be in the UK for the University to sponsor your Student Route visa. Students who are not studying on a full-time basis cannot be sponsored for a Student Route visa in line with UKVI guidance. Following the decision of the Board of Examiners you are now studying fewer than 60 credit points. As a result, NTU can no longer sponsor your visa. NTU must report to the Home Office when we withdraw sponsorship

		returning to the UK cannot make a visa application in the UK if they enter on the wrong visa. If there is an in-person assessment as part of the repeated module, then the student must gain a relevant visa (usually visitor's) for the duration of the examination period.	from a student. You will be reported in the next report cycle. We will email you when we have notified the Home Office. The Home Office may then take curtailment action against your visa. You should make arrangements to go back to your home country. The Home Office will write to you to confirm their actions. If you do return to full-time study at NTU, you will need to request a new CAS and apply for new leave to enter via a British Embassy. As soon as you are aware that you will be returning, you should request a new CAS via the International Student Support website and ensure that you have the correct documentation and finances in place to support a new visa application.'
	Repeating sixty or more credits with attendance: The student must be studying a minimum of 60 credits across the academic year, be required to be in the country, and NTU must fulfil its engagement monitoring obligations. If a student needs to extend their visa, they can receive advice on this from International Student Support.		

Appendix 12: Aegrotat letter

Dear

Course

At a recent meeting of the Board of Examiners for the above mentioned course it was agreed that because of your special circumstances you should be offered an Aegrotat award rather than be required to complete the assessments.

I must point out that acceptance of this Aegrotat will preclude you from re-examination for the original award in the future.

I should be grateful if you would sign the declaration below indicating your preference and return it to the address shown.

Yours sincerely

.....
.....

To be returned to: <School Administration Manager>, NTU, 50 Shakespeare Street, Nottingham, NG1 4FQ

Name:

Course:

a) I wish to accept the offer of an Aegrotat award and understand that this precludes me from completing the original award in the future. I also acknowledge that the word Aegrotat will appear on my certificate.

b) I do not wish to accept the offer of an Aegrotat award and prefer to complete the assessments for the main award.

Signed:

Appendix 13: Example of Board of Examiners course conventions

Guidelines for Undergraduate Examination Boards Academic Year 2025/26

Compensation and Failing

- Students with failures in more than 20 credits (even within the compensatable range) will be referred in these modules (we do not second guess the results of referrals).
- Students with fails in more than 60 credits and/or fails in 6 or more pieces of work (elements or lab reports) will normally fail and repeat with attendance all affected modules in the next academic year.
- The board will normally compensate a marginal fail (FMARG) within a module as per the CARs. Compensation of mid fail (FMID) will not normally be permitted. This is due to reflection of a FMID satisfying a limited number of the assessment criteria/learning outcomes of the module. Discussions to compensate FMIDs should give due consideration to whether the learning objectives assessed in the work have been achieved elsewhere in passed work in the student's profile. Using the current curriculum map the learning outcomes assessed in Phase Test for module: X are not assessed through the other elements of the module or elsewhere in the course so this is the only element of a module that is exempt from compensation.

Trailing Modules

- Where students are allowed to trail modules this will not normally exceed 20 credits or equivalent (elements from different modules that equate to 20 credits will be considered for trailing, predominantly from combinations of X, Y and Z modules).

Consideration of Personal Circumstances and students with Statements of Access

- In line with the CAR, we must remember that where coursework has been handed in (either with or without extensions), then that piece of work should be considered on its own merit and no further allowance should be made.
- If a student has been prevented during the year from undertaking their assessments because of personal circumstances or particular learning needs, the student should normally be offered the opportunity to undertake those assessments at the first available opportunity.
- Where a level 5 student with long-term pervasive personal circumstance or a learning agreement has passed the affected module, the formal minutes of the meeting will note that the student concerned was affected, and which modules were considered to have been affected; this information will be made available at the relevant level 6 board the following year (but the grade will remain as true).
- Where a level 6 student has upheld consideration of personal circumstances (CPC) for a module (or a number of modules), it will be up to the examination board to consider whether this merits moving outside the conventions for deciding on the final award.

Decision-making about repeat with or without attendance

- The board will follow School advice and, therefore, any decision to repeat a year of study will normally be with attendance unless the board has evidence that this would not be in the best interests of the student. Examples of this include student profiles containing CPCs upheld or a mix of first and second sittings. For each student profile considered, rationales to use discretion from this principle can and should be explored and minuted as appropriate. This principle serves only as a starting point for discussion and consideration.

Appendix 14: Glossary of terms for students

Academic Appeal: The second and final stage of the Academic Appeals Process.
See
Request for Reconsideration.

Academic judgement: A judgement made by one or more academic experts, including decisions where you are required to repeat or take further assessment, or a final assessment result or degree classification. Disagreement with the academic judgement of a Board of Examiners' decision is not grounds for an appeal.

Attempt: You have two attempts to pass a module. If you fail the first attempt you may be offered a second attempt. The second attempt will be capped. The Board of Examiners will decide whether the second attempt will be the same type of assessment as the first attempt. If you fail a module at your final attempt, you will not be able to continue on your current course of study.

Board of Examiners (Exam Board): A group of academic experts, including a senior academic as chair, course leaders, module leaders, and one or more external examiners. They meet to review your overall academic profile and to determine your outcome for the academic year.

Cap / capped: A type of academic penalty. For example, if you have been referred in an assessment and it is capped at a Low Third, the highest result you can achieve is a Low Third.

Compensation: You have achieved a marginal fail in a module but you have passed your other modules. In this situation the Board of Examiners may decide to award you a compensated pass for the marginal fail module. This decision will depend on your overall academic performance and profile and the learning outcomes you have met. Compensation is a matter of academic judgement by the Board of Examiners and is not an automatic right. No more than 20 credit points can be compensated. If you are compensated you do not have to do anything else. You will be recorded as having passed the module and gained the credits.

Curtail / curtailment: If your Tier 4/Student Route visa is curtailed by the Home Office, then your visa has been or will be cancelled.

Deferral: You have been unable to complete an assessment due to illness or other extenuating circumstances, and you have provided written evidence to support this. In this situation *deferral* means that you have been given another attempt in that assessment but it is treated like a first attempt. This means that the grade for a deferred assessment will not be capped.

Degree classifications:

Honours Degrees:

First Class Honours	(1)
Second Class Honours (First Division)	(2.1)
Second Class Honours (Second Division)	(2.2)
Third Class Honours	(3)
Ordinary Degree	

Fallback award: See interim award.

Interim award: If you are not eligible to receive the degree for which you originally registered, through academic failure or various personal circumstances, you may be eligible for an interim award such as a Certificate of Higher Education (CertHE) or a

Diploma of Higher Education (DipHE). It will depend on the number of credits you have successfully completed.

Pass stage: You can proceed to the next level of your course.

Referral: You have failed an assessment or module. In this situation *referral* means you have been given another attempt in that assessment or module. The grade for a referred assessment will be capped at a Low Third.

Repeat module and proceed with deficit (trail module): You have failed a module. You are allowed to proceed to the next level of your course but you will repeat the failed module alongside your other modules. The grade for this module will be capped at a *pass*.

Repeat with attendance: You have failed a number of modules and the Board of Examiners has decided that you must repeat them in the following academic year without proceeding to the next level. In this situation *repeat with attendance* means you must attend all timetabled sessions (lectures, tutorials, etc.), and you must attempt the assessments for these modules. These attempts will be capped.

There are financial implications for repeating and your Subject Administration team will write to you to confirm your fees for the next academic year. It is your responsibility to notify Student Finance England of any change in circumstances.

Repeat without attendance: You have failed a number of modules and the Board of Examiners has decided that you must repeat them in the following academic year. In this situation *repeat without attendance* means you do not have to attend timetabled sessions (lectures, tutorials, etc.) but you do need to attempt one or more assessments for these modules. These attempts will be capped.

There are financial implications for repeating and your Subject Administration team will write to you to confirm your fees for the next academic year. It is your responsibility to notify Student Finance England of any change in circumstances.

Request for Reconsideration (R4R): The first stage of the Academic Appeals Process. An R4R allows you to appeal the decision of the Board of Examiners. It will be considered by a Reconsideration Panel. From the published date of results posting on NOW you have ten working days to submit an R4R. An Academic Appeal is the second and final stage of the Academic Appeals Process. You cannot submit an Academic Appeal until you have received the outcome of your R4R.

Sit (first sit, second sit): See *attempt*.

Submission (resubmission): See *attempt*.