



UCL Academic Manual 2016-17

Chapter 4: Assessment Framework for Taught Programmes

Annex 4.3.7

Procedures when Marks are Missing

Regulations

See Chapter 4, Section 11 for the regulations relating to Boards of Examiners.

Undergraduate Finalist and Taught Postgraduate Students

1. If the range of marks available for an undergraduate finalist or taught postgraduate student is not complete, the Board should consider whether or not the student has obtained sufficient academic achievement to be awarded a degree.
2. If the Board is satisfied that the student has obtained sufficient academic achievement to be awarded a degree, but not sufficient to determine an undergraduate classification or taught postgraduate level of award, the Board should recommend a provisional pass. The classification/level of award will be determined when all marks have been submitted or when there is sufficient evidence to determine the final classification/level of award beyond reasonable doubt.
3. If it is not possible to determine whether a student has passed enough course units or modules to be awarded a degree, the Board of Examiners should defer making a decision and refer the case to the Faculty Board of Examiners, with information on marks and assessments awarded, together with other relevant information, such as Extenuating Circumstances and confirmation of attendance at examinations.
4. If are marks missing, but it is clear that the classification/level of award is unaffected by the missing marks, the Board should recommend a degree classification/level of award, indicating that there are still marks missing. In the case of an undergraduate degree, for example, this is clear when a student has all marks except one half-course unit and if all the other marks fall in the Upper Second Class Honours band, a the missing mark would have no impact on classification. For a taught postgraduate degree the same example applies when a student has all marks except for 15 credits and if all the other marks fall into an award with Merit the missing mark would have no impact on the level of the award. However, it is imperative that any decision should be wholly consistent with the programme's scheme of award.
5. If the majority of marks are available, but it is not entirely clear what the classification should be, Boards of Examiners should determine whether there is sufficient evidence for the

award of a degree, including for undergraduate finalist students the requirement that at least two final year course units have been passed. The Board should then consider possible awards, and when all the marks are available, on the basis of the discussion by the Board, the Chair, in consultation with the External Examiner(s), should determine the final recommendation.

6. If there are sufficient marks to determine that a degree will be awarded but where the marks received do not indicate that a student is clearly in a given class or near a borderline, then the Board of Examiners can indicate only an Honours degree (classification to be determined).

Non-Finalist Undergraduate Students

1. Boards of Examiners should consider the range of marks awarded to students together with the rules for progression for the programme and recommend a progression decision for the next year of study. If the full range of marks is not available, the Board of Examiners should determine whether the student has sufficient academic achievement to be allowed to progress.
2. If the number of marks available for a non-finalist student is almost complete, and if the Board is satisfied that the student has sufficient academic achievement to proceed, progression should be recommend.
3. If it is not possible to determine whether a student has passed enough course units to progress to the next year of the degree, the Board of Examiners should defer making a decision and refer the case to the Faculty Board of Examiners, with information on marks and assessments awarded, together with other relevant information, such as Extenuating Circumstances and confirmation of attendance at examinations.
4. Department/divisional Boards of Examiners should determine, wherever possible, whether a student is eligible for consideration for Deferred Assessment (see Chapter 4, Section 6: Extenuating Circumstances), and make arrangements for the deferred assessment in order that it be undertaken before the start of the following session.
5. For students on the harmonised scheme of award, Departmental/Divisional Boards of Examiners should determine, wherever possible, whether a student is entitled to Referred Assessment (see Chapter 4, Section 10.4 UG Referred Assessment), and make arrangements for the referred assessment to take place before the start of the following session.