Undergraduate and Postgraduate Assessment Procedures, 2020

Recent Revisions to Policies and Procedures

This document informs Boards of Examiners of the more recent revisions made to UG and PGT assessment procedures. Please discard all previous sets of guidelines and use only those documents relevant to academic session 2019/2020 (accessible from the web).

1. Mitigating the Impact of COVID-19 on Examinations and Assessment

1.1. New Documentation

Most recently, major changes to assessment and examination procedures have been made as a result of stopping face-to-face teaching and in-person examinations. A number of decisions have been made around, for example, the awarding of grades, making progression decisions and dealing with student appeals. Consequently, the documentation listed below has recently been developed which Examination Boards should refer to and use, along with the existing suite of guidelines.

- Document B: Exceptions that apply to UG and PGT Assessment Procedures
- Document C: Guidance for Year 1 and Year 2 Progression Boards
- Document 10b: Procedures for S2 2019/20 - Appeals Process
- Document 15: Procedures for S2 2019/20 - Temporary Suspension of Studies
- Documents 16a: Template - Examination Board Minutes (Yrs 1/2)
- Document 16b: Template – Examination Board Minutes (Yrs 3, 4, 5 / PGT)

1.2. Summary of Major Changes

Below is a summary of major changes to assessment and examination procedures which are outlined within Document B. Reference should also be made to Document C (for Yr1/2 Progression Boards).

i. For all Semester 2 Level 7/8 courses, ‘P’ grades should be awarded, irrespective of the student’s registered year of study (some exceptions apply, see Document B).

ii. Year 1 and 2 students who have pass alpha grades from Semester 1 can be automatically progressed due to having ‘P’ grades for Semester 2. Refer to Document C: Guidance Note on Year 1 and Year 2 Progression Boards.

iii. If there is incomplete assessment information in relation to Semester 2 (Levels 9/10/11), including courses which have had some element of coursework already submitted, then University Regulation 31, Authority of Heads of Schools and Examiners in Exceptional Circumstances, is invoked. Boards of Examiners can take decisions to allocate a Grade A-F or a Grade P, as appropriate, and as guided by Document B.
### 1.3. Examination Board Minutes

As exceptional decision-making will be made it is necessary for all Examination Board Minutes to confirm that exceptional decision-making was made, in light of the coronavirus pandemic and under the authority of Regulation 31: Authority of Heads of Schools and Examiners in Exceptional Circumstances. This ensures appropriate evidence is in place to confirm decision making, in the event of student appeals.

There are now two **Examination Board Minute Templates** which should be used as the basis for producing all Exam Board Minutes, as the templates incorporate statements relevant to decisions made in light of COVID-19.

- Documents 16a: Template - Examination Board Minutes (Yrs 1/2)
- Document 16b: Template – Examination Board Minutes (Yrs 3, 4, 5 / PGT)

### 2. Classification of Taught Postgraduate Masters Degrees: Introduction of ‘Masters with Merit’

The University has introduced the award of ‘Masters with Merit’ for Postgraduate Masters Degrees. As per the revised Regulations, ‘Students enrolling for the first time during (or after) 2019/20 can be considered for the award of ‘Merit’.

- **Regulation 48**: Higher Degrees of Master (Taught)
- **Regulation 48A**: Higher Degrees of Master (Taught – Heriot-Watt Online)

### 3. Policy for Postgraduate Degree-Classification Borderline Cases

This Postgraduate Policy was approved for implementation from 1 March 2020.

- **Document 6b**: Policy for Postgraduate Degree-Classification Borderline Cases

  *The Undergraduate Policy having already been introduced from 2018/19 (Document 6a).*

### 4. New Decision Code (Postgraduate)

A new decision code has been introduced and is recorded within **Document 2**: Decisions and Decision Codes.

- **97**: PhD Awarded jointly with another Institution – to be input by Academic Registry

  *An example of when this code might be used is for CDTs joint with Edinburgh (ie when the award is from both institutions)*