

Student Guide to Examinations and Coursework: January Intake at Malaysia Campus

This Guide is designed for UG students enrolled in January 2020 at Malaysia Campus

Why has my exam been cancelled?

The University is concerned for the welfare of all its students and has cancelled all in-person examinations as part of the global guidance on restricting gatherings of large numbers of people. Universities across the world are taking similar actions.

Heriot-Watt is concentrating on the time critical impact on graduating students who will complete their degrees in April/May and graduate in June/July. The University is planning for staff absence and wishes to ensure enough staff are available to manage the final assessments for graduating students.

What about the coursework that I have still to complete?

Any remaining coursework for your Semester 1 courses should be **submitted by Thursday 16 April 2020**, regardless of the originally published deadline.

Any remaining coursework will be formative, ie it will be to support your learning, and will not contribute to the overall results for your Semester 1 courses.

All January intake students will receive a “P” grade for all Semester 1 courses: this means a Pass is given and credits will be allocated to the course. Please note that Year 1 results will not form the basis of your degree classification.

You are encouraged to complete and submit your remaining coursework as this will help support the continuation of your learning. While no marks will be given for the coursework, you will be given feedback at the start of the next academic year to help you in resuming your studies.

What about group-based assessments?

It will be difficult to co-ordinate the continuation of group-based assessments and, in some cases, may not be possible. Therefore, if you are involved in group-based assessment, you are encouraged to submit your own sections of any group projects individually by **Thursday 16 April 2020**.

While no marks will be given for the group work (as all Year 1 and Year 2 students will be given a “P” pass grade for Semester 2 courses), you will be given feedback at the start of the next academic year to help you in resuming your studies. Further guidance will be available from academic staff responsible for your course.

How will a decision be made about my Semester 1 course grades?

The decision-making process will be the same as for any assessment or exam in normal circumstances. A Board of Examiners will meet as normal and will take into consideration the impact of the Coronavirus on learning, teaching and assessment/exam on a course by course basis.

For all Semester 1 courses for all January intake students, a “P” grade will be allocated: this means a Pass is given and credits will be allocated to the course.

How will a decision be made about progression to the next year of study?

The decision-making process will be the same as in normal circumstances. A Board of Examiners will meet as normal and will take into consideration the impact of the Coronavirus on learning, teaching and assessment/exam in making decisions about progression. The Board will look at performance over the whole year, including Semester 2 results, as well as the impact of external circumstances and will take one of the standard decisions, eg: progress to next year; resit required before progression; progress with resits.

Will I have to take any resits?

Your results will show any Semester 2 courses where you have to take a resit. There are no resits required for any Semester 1 courses because you will be given a “P” grade for all your courses, which means a pass.

The Semester 2 exam and resit diet is currently scheduled to be held in August as normal, and the timetable and other arrangements will be published in due course.

What are the options available to me?

The current COVID-19 situation is beyond our control. We understand that this is a difficult time for all and as such, we have considered some options you may choose to take from the following:

- 1) continue on your original study plan, start Semester 2 in May - August 2020. Please note that the University is unable to guarantee that face to face teaching in class can be carried out due to the fast changing situation. Semester 2 in May 2020 may commence in an Online Supported Learning mode.
- 2) recommence your Year 1 (including Semester 1 2020) in September 2020. This would mean that your academic record will start fresh again and your records will not show a commencement in January 2020. The University will not charge you tuition fees for the repeat of Semester 1 in September 2020.
- 3) defer your enrolment of Semester 2 to Jan 2021. This means that you will apply for a temporary suspension of studies for the period until Jan 2021.

Whichever option you choose, we wish to assure you that the University will continue to support you in your learning endeavours. If you wish to have a discussion before you make your decision, please speak to your Programme Director of Studies.

School	Programme Director of Studies
SOSS	ABF – Wong, Ricky <R.Wong@hw.ac.uk> IBM/BBA – Agnes Tan <siok_inn.tan@hw.ac.uk>
EGIS	QS/CPM – Lim, San Hee <San_Hee.Lim@hw.ac.uk>
EPS	Chem Eng – Ng, Lik Yin <l.ng@hw.ac.uk> Mech Eng – Sivaguru, Shastri <S.Sivaguru@hw.ac.uk>

Should you choose option 2) or 3), please inform SSC by 30 April 2020.

Will this affect my degree result when I finish my programme?

No, even if you are not due to complete your degree for another three or four years, the Board of Examiners will be carefully considering the impact of the disruption on 2020 assessments, and will be fair and equitable in deciding on final degree awards. The Board of Examiners will ensure that no students are academically disadvantaged in the process.

Will this affect the accreditation of my degree?

No, all Schools have been working with all professional bodies to make sure that your degree receives the same professional accreditation as in normal circumstances. Even though you still have several years to complete your programme, your degree will still be accredited. Should an exemption exam be required, professional bodies have confirmed that this can be taken at a later date.

When will I find out my results?

All results (“P” grade Semester 1 courses, Semester 2 courses and a decision on progressing to the next year of your programme) will be posted on [Student Self Service](#), as is the normal process. You can find further information at <https://www.hw.ac.uk/students/studies/examinations/results.htm>. Information on the publication dates for results will be communicated to you in due course.

What will my assessment results look like online and on my Academic Transcript?

Your results for Semester 2 will be presented as the grades you have already received and a "P" grade will be recorded against your Semester 1 courses. You will also see the decision you have been given about progressing to the next year of study. When you complete your programme, the University will add a general statement to all Academic Transcripts to highlight that the "P" grade for Semester 1 courses 2020 was used because of the impact of COVID-19 on learning, teaching and assessment.