

Examinations and Assessment: Student Guide for Years 3, 4 and 5 Undergraduate Students (Years 2, 3 and 4 in Malaysia)

This Guide is designed to provide information about arrangements for Semester 2 examinations and coursework in response to the impact of the Coronavirus. Information is also provided on key areas such as course grades and credits, awards, progression and accreditation.

This Guide is designed for Graduating Undergraduate Students who will be completing their degree programme in spring 2020 and for Continuing Undergraduate Students currently in Year 3 or Year 4 of their programme (Years 2 and 3 in Malaysia).

The first section applies to both Graduating and Continuing Undergraduate Students, and is followed by separate sections. Please read the first section and then the second section relevant to you.

Graduating and Continuing Students

What is happening with Semester 2 Exams?

Examinations will be held, but are being conducted remotely, which means you will not be required to come on to campus for your exam nor to attend any other examination centre. While most exams will take place as planned, some may be cancelled. Schools are currently finalising the list of exams which will take place. This information, and the Semester 2 Exams Timetable, will be published on **Thursday 19 March 2020**.

What will the Semester 2 exam be like?

For Semester 2 exams being held, the format of the examination will be a “take home” exam rather than the standard unseen exam. The take home exam will be an adapted version of the original unseen exam, but you will be able to complete it with access to notes, course materials, the internet, etc, and over a longer period. You will still need to revise and prepare for the take home exam, as you would prepare for an unseen exam. More guidance on what to expect from a take-home exam will be provided by the end of March.

How will I get the take home exam?

The take home exam will be issued to you on Vision, the University’s VLE, and will be released on the date on which your exam was originally scheduled and as shown on the published timetable. By the end of March, there will be a guide for you on how to undertake the take home exam, including accessing and submitting it.

What if I am unable to complete the take home exam?

If, for whatever reason, you are not able to complete your take home exam, the Board of Examiners (see *below*) will make a decision based on other evidence: your performance to date, Semester 2 coursework, and your dissertation/project. Please inform your School contact at the earliest opportunity if you are unable to complete the take home exam as you will need to submit a case for mitigating circumstances.

Will the take home exam be marked differently from a standard exam?

Yes. You will have access to your notes and course material, and will have more time to complete the exam. Therefore, markers will expect greater detail and depth and more analysis, as you are able to consult a wide range of materials which you won’t be able to do in a standard exam. Markers will expect you to include appropriate references, where required, and to support your opinions with evidence. More guidance on what to expect from a take-home exam will be provided by the end of March.

Who will mark the take home exam?

The academic staff who would have marked the standard exam will also mark the take home exam.

What about the coursework that I still have to complete?

Any remaining coursework for your Semester 2 courses should still be submitted. The University has revised all submission dates: now, all coursework should be **submitted by Thursday 23 April 2020**, regardless of the originally published deadline. Please do not delay in submitting your coursework: it will not be possible to grant any extensions. Submitting your coursework promptly will provide you with more time to prepare for your take home exam.

What about class tests and laboratory work?

All remaining class tests, including online class tests, and laboratory work have been cancelled.

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 should individually submit your own sections of any group projects by **Thursday 23 April 2020**. Further guidance will be available from academic staff responsible for your course.

How will a decision be made about my 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 disruption on learning, teaching and assessment/exam on a course by course basis.

If the Board of Examiners agrees that there is enough assessment information for making the usual decisions on courses, then a Grade of A-F will be allocated. If there is not enough information, then a "P" grade will be allocated: this means a Pass is given and credits will be allocated to the course.

When will I find out my results?

The results for your Semester 2 courses, as well as your degree award if you are a graduating student or a decision on progressing to next year of your programme if you are a continuing student, will be posted on [Student Self Service](#), as is the normal process for communicating results to students. 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 1 will be presented as the grades you have already received and your Semester 2 results will also be shown as individual grades against each course. You will also see the decision you have been given about award or progression. When you complete your programme, the University will add a general statement to all Academic Transcripts to highlight the impact of COVID-19 on learning, teaching and assessment.

Graduating Students

What about my dissertation/project?

Your dissertation or project should still be submitted as planned. The University has revised all submission dates, and now your dissertation or project should **be submitted by Thursday 23 April 2020**. Please do not delay in submitting your dissertation or project: it will not be possible to grant any extensions. Submitting your dissertation or project promptly will provide you with more time to prepare for your take home exam.

How will a decision be made about my degree?

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 in making decisions about award. The Board will look at your performance in all relevant years of study to reach a decision about your degree award.

Will this have an effect on my overall degree result?

No, even though the exam has been in a different format, the Board of Examiners will be carefully considering the impact of the disruption and will be fair and equitable in deciding on degree awards. The Board will ensure that no students are academically disadvantaged.

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. Should an exemption exam be required, professional bodies have confirmed that this can be taken at a later date; however, this will not affect or delay the awarding of your degree.

Will I be able to graduate?

Yes, you will still be able to graduate. If the Graduation Ceremonies scheduled for June and July are cancelled, your degree certificate will be sent to you so that you can still carry on with your plans for employment or further study. Ceremonies would then be rescheduled so you can graduate in person at a later date.

What will my degree certificate look like?

Your degree certificate will not be changed at all: it will contain the title of your award and, where appropriate, the classification of the award. There will be no reference to the impact of disruption to learning, teaching and assessment.

Continuing Students

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

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 disruption on learning, teaching and assessment/exam in making decisions about progression. The Board will look at your performance to date 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 courses where you have to take a resit. This could be for Semester 1 courses or Semester 2 courses where the Board of Examiners has had enough information to allocate one of the usual course grades (*see above for Semester 2 course grades*). If you received a "P" grade for any Semester 2 courses, you will not need to take a resit.

The resit diet will be held in August as normal, and the timetable and other arrangements will be published in due course.

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

No, even if you are not due to complete your degree for another one or two 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 degree awards. The Board will ensure that no students are disadvantaged. Even if your 2020 assessments contribute to your overall degree classification, the Board of Examiners will ensure that you are not academically disadvantaged.

Will this affect the accreditation of my degree?

No, your School has been working with all professional bodies to make sure that your degree receives the same professional accreditation as in normal circumstances, even if you still have another one or two years to finish your programme. Should an exemption exam be required, professional bodies have confirmed that this can be taken at a later date.