

UNIVERSITY OF LEEDS

Supplement to the Code of Practice on Assessment 2019-20

The following amendments to the Code of Practice on Assessment are in place for Semester 2 and during the August 2020 resit period. The amendments align to the alternative arrangements made for student education due to the Covid-19 pandemic. This supplement should be read alongside corresponding guidance, including the following:

- [Assessment and Exams Frequently Asked Questions \(FAQs\)](#)
- [Mitigating Circumstances Guidance for Undergraduate and Taught Postgraduate Students Semester 2 2020 Examinations and In-Course Assessments, August Re-sit 2020 Examinations and Assessments](#) ('The 2020 Amendments')

The amendments to the Code of Practice on Assessment 2019-20 are summarised below.

Section 2.2. Approval of Assessment Methods

1. Alternative assessment methods have been agreed where required. All assessment adjustments have been approved by Directors of Student Education and reported to the Faculty Pro Deans for Student Education. All assessment adjustments have been recorded and communicated to students.

Section 3.4 Extensions

2. For any assessment due to be submitted after 27 April 2020, schools will look favourably on extension requests for submission of coursework (up to a maximum of 14 calendar days).

Section 4.8b Pass/Fail Modules and Section 4.8c Module Marks

3. Where all or most assessment components for the module are completed (normally 50% or more) or appropriate alternative assessments completed, that demonstrate the achievement of the learning outcomes for the module, Assessment Board/s will return numeric module marks and credit will be awarded wherever the pass mark has been achieved.
4. Where less than 50% of the designed module assessment components are complete, Assessment Board/s will not normally be able to return full numeric module marks. In these cases, credit will be awarded without any mark.

Section 6.3 Undergraduate Progression

5. Unless there are specific Professional, Statutory, and Regulatory Bodies (PSRB) requirements or Apprenticeship funding rules, all students regardless of credit attained will be permitted to progress to the next level of study.

Section 6.4c Bachelor's Degrees with Classified Honours and 6.4d Integrated Degrees of Masters and Bachelor

6. In arriving at a classification average for finalists on undergraduate programmes (first degree Bachelor and Integrated Masters awards) Assessment Board/s will refer to the usual classification averages and weightings for the award. Those modules for which no numeric mark

is available, but the credit has been awarded, will be discounted from the classification average for the final year.

Section 6.4f Taught Postgraduate Awards

7. The classification for taught postgraduate Masters programmes will be calculated in the normal way, having discounted from the calculation of the classification average those modules for which no numeric mark is available, but the credit has been awarded.

Section 6.6 Special Cases Discretion

8. All students will be considered under Special Circumstances Discretion following the principle of no detriment. The 'prevailing classification average' will be calculated for all students using all of the marks that are normally included in classification calculations, for all the modules that have been completed up to the end of Semester 1 of 2019-20. Students will receive the higher classification of either 'prevailing classification average' or a classification average including modules completed in Semester 2.

Section 6.9 Graduation

9. Students graduating in July 2020 will graduate 'in absentia', meaning that their degree will be awarded without a graduation ceremony. Degree certificates will be posted to students.

Section 7 Mitigating Circumstances

10. Students should refer to 'The 2020 Amendments' for Semester 2 and the August re-sit period on the [Mitigating Circumstances webpage](#).

Section 8.2 Timing of Re-sits

11. Finalists and penultimate year students who have failed, or are declined credit on a module, will be offered the opportunity to resit at any of the resit opportunities (May 2020, August 2020, January 2021 and May 2021) but are encouraged to take any resit assessments in the August 2020 period. External students will be expected to resit in Semester 2 2020 or August 2020. Registered students at all other levels of study will not be offered the opportunity to resit failed modules at the August 2020 resit period, unless there are PSRB requirements, or Apprenticeship funding rules.

Section 8.4 Format of Re-sits

12. Unless there are specific PSRB requirements or Apprenticeship funding rules, all August resits will be coursework assessments rather than examinations.

Section 10.10 Annex X Mitigating Circumstances Guidance

13. Students should refer to 'The 2020 Amendments' for Semester 2 and the August re-sit period on the [Mitigating Circumstances webpage](#).