

Examinations Guidance 2025-Information for students

1.	Introduction
	<p>Graduating and continuing students will be considered under standard regulations (section 7 of University regulations and the Code of Practice on Taught Programme and Module Assessment and Feedback) It is however recognised that there may be a small number of students where, due to a long and/or complex academic history it may be more appropriate to consider them under one of the emergency frameworks, namely the 2022/23 UG Graduating Cohort Arrangements, the 2021/22 Assessment Framework, the 2020/21 Fair Assessment and Fair Outcomes Policy, or the 2019/20 Emergency Framework for Assessment and Progression.</p>
2.	Role of the Board of Examiners and role of External Examiners
	<p>As normal, the role of Boards of Examiners meetings in 2025 will be to oversee and confirm all marks, progress decisions and (where applicable) awards.</p> <p>Extenuating circumstances (ECs): The impact of ECs should be considered as normal by Boards of Examiners for all students.</p> <p>Degree classifications: From 2022/23, there was no longer the need to consider a student's full profile of marks (i.e. including year 1) when determining the degree classification. However, in individual cases, it is still possible to make an award 'Notwithstanding Regulations' based on the full profile of marks across all years of study, as long as the external examiner is supportive and subject to approval by the Progress and Awards Board (PAB). This will apply only in cases where an award is being calculated for an individual student case using one of the previous frameworks and does not apply when standard regulations are in use.</p> <p>For all students, the Board will assure itself, as normal, that each student has met their programme learning outcomes and gained any core competencies required for professional accreditation.</p> <p>Chair's Statement: The Chair (and external examiner) will need to sign off the statement as normal to confirm that the Board has operated appropriately, and all degree classifications have been agreed by the external examiner. Please note that external examiner sign off is a requirement in all cases where module marks and/or awards have been ratified, including where Chair's Action is taken outside of Examination Boards.</p> <p>As normal, External Examiners are responsible for scrutinising and endorsing the outcomes of assessment processes, confirming results and progress decisions. Their role in moderating samples of work, meeting with students, attending Boards of Examiner meetings (virtually or in person) and submitting their annual report remains unchanged.</p> <p>External Examiners should be provided with the updated OfS Degree Classification descriptors (Appendix N) to consult when considering samples of work.</p> <p>Meetings with students: External Examiners should be provided with the opportunity to meet with students, as normal, and encourage External Examiners to make every effort to attend these meetings. Meetings may be arranged virtually or in person.</p>

	<p>Attendance at Board of Examiners meetings: As normal, an external examiner should attend all Board meetings (virtually or in person) or, if this is not possible, a consulting mechanism should be in place before marks and decisions are released.</p> <p>Degree classifications: The External Examiner should be asked explicitly to review and endorse all degree classification decisions. This is essential in order to evidence the maintenance of academic standards and that students have been treated fairly This also applies to decisions taken via Chair's Action.</p> <p>Annual report: External Examiners will be required to complete an annual report as normal and submit this after the Exam Board has taken place.</p>
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3.	Regulations in operation 2024/25
	<p>Graduating and continuing students will be considered under standard regulations (section 7 of University regulations and the Code of Practice on Taught Programme and Module Assessment and Feedback).</p> <p>Students with a long and/or complex academic history who have studied while previous COVID frameworks were in operation may be considered under the most relevant framework to not be disadvantaged in comparison with their peers who have already graduated. The framework buttons in BIRMS ES02 will be available as in previous years for UG students, for calculation of awards using the 20/21 FAP, 21/22 AF and 22/23 GCA.</p> <p>Appendix G provides a summary of the previous frameworks.</p>

4.	Operational information for End of Session processing
	<p>Profiling methods in operation for UG students in 2024/25</p> <p>Borderline students eligible for profiling should continue to be considered under both the simplified profiling rules that have been in operation since the 2020/21 Fair Assessment Policy and in the subsequent 21/22 and 22/23 frameworks (using credits from stage 3 only) and the Distribution of Module Classes (DMC) profiling (using a units based approach including stages 2 and 3) as detailed in the Code of Practice for Taught Programme and Module Assessment and Feedback, section 7.7</p> <p>Where both calculations lead to an uplift, the method recorded as producing the uplift will be the simplified credits method.</p>
	<p>Final year sits/resits</p> <p>Students who elect to take their reassessments and therefore wish to opt out of July graduation have a deadline of 5.00pm (UK time) on Friday 27 June to submit their online Final Year Reassessments form. It would be appreciated if this could be highlighted.</p> <p>Where a successful completion or award alternative qualification (Bachelors degree) has been released, students are directed via the online results page on the student gateway to contact TSA by submitting the online Final Year Reassessment form if they wish to retrieve failure and defer their July degree congregation, and contact TSA via finalyearresit@contacts.bham.ac.uk with any queries.</p> <p>The student-facing Defer Graduation - Final Year Reassessments web page has a set of FAQs for students to provide advice and guidance and will be updated for the 24/25 graduating cohort.</p> <p>Once submitted, the form will be received by Registry.</p> <p>Students will receive an automatic confirmation that their form has been received.</p> <p>Students are directed to an email address owned by Registry for any queries relating to final year resits (finalyearresit@contacts.bham.ac.uk). This inbox will be monitored daily by Registry staff.</p> <p>Where the degree classification changes following reassessment, this should be ratified at the next appropriate Exam Board.</p>
	<p>Students on a programme with a Year Abroad</p>
	<p>Students with an admit term of 2020/21 or later and who are taking their year abroad as an additional year (for example a 4 year Bachelors degree) are subject to the change in Regulations which means that their year abroad is recorded as pass or fail and does not contribute to the degree classification. These programmes can be identified by the modules for the year abroad being taken at LI)</p> <p>Students who studied their year abroad in 2023/24 are the second cohort subject to these rules and will be eligible to graduate in 2024/25.</p> <p>There will also be some students with an admit term of 2019/20 or earlier who are students who have repeated previous years of study or taken leave of absence, reached the point of taking their year abroad in 2023/24 and will be graduating in 2024/25.</p> <p>For the cohort above, these students will require a numerical mark to be recorded which will be used in their degree classification calculation, in line with their pre-2020/21 admit term.</p>

	<p>Please note that students on the small number of integrated 4 year UG Masters degrees where year 3 of the Masters is taken overseas are not subject to the above change to pass/fail. Their modules during the year abroad are taken at LH as an equivalent alternative to year 3. Numerical marks should be returned, and their year abroad marks will be included in their degree classification calculation.</p> <p>The 'additional' and 'equivalent alternative' year abroad models are detailed in University Regulation 7.3.1 e vi and vii.</p>
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5.	Extenuating Circumstances
	Overall principles and framework
	<p>The overall principles and framework set out in the Regulations and Code of Practice on Extenuating Circumstances (ECs) continue to apply.</p>
	Evidence requirements
	<p>Students are required to provide evidence when submitting ECs. If students wish to request a deferral of any assessments, they are also required to submit their reasons and supporting evidence. Deferred assessments will be scheduled for the Supplementary Assessment Period in August and they will usually take the same format as the original assessments.</p>
	Confidentiality
	<p>If using video conferencing facilities for EC Panel meetings, Panel members must ensure that they are able to work in a space which will allow for confidentiality when discussing student cases. This is due to the sensitive nature of the information which may be presented or discussed.</p>