MARKS AND STANDARDS

For Credit-Based Modular Programmes

REVISION 29

This Marks and Standards booklet is intended to provide a framework for the proper assessment of candidate learning and to ensure that all candidates are treated fairly and in a consistent manner. The stipulations herein relate to marks awarded for Modules, for stages of a Programme and for entire Programmes, based on the assessment of the learning as specified in the Approved Programme Schedules, and to the decisions regarding the overall award grade of a candidate. This document should be read with Chapter 3 of the Quality Assurance Procedures manual and the Proposals for the Academic Rules and Structures for Modularisation (April 2008)

This document is subject to regular review, (at least once in the academic year) based on experience in implementing its procedures and in the light of feedback received from staff, candidates, outside interests and new educational developments in the sector. The Academic Processes Committee of the Academic Council is responsible for conducting the reviews and for seeking the approval of the Academic Council for any proposed changes.

Control Page

1st Issue February 2003
Amendment – Jan 2004 - Adjustment to Nomination Form for External Examiner.
Amendment – May 2006 - Awards Classification amendment.
Amendment – February 2009 - Modularisation rules and numeric marking scheme.
Amendment – May 2009 – Approved by Academic Council 19 June'09- Revision 15
Amendment - August 2009- Input at Academic Council 19 June'09- Revision 16
Amendment- August 2009- Further input received in between AC meetings- Revision 17
Amendment-February 2010- Input at Academic Council 23 February'10-Revision 18
Amendment- April 2012- Input at Academic Council 10 February'12-Revision 19
Amendment- December 2012- Input from M&S working group and SAE&S committee Revision 20
Amendment- June 2014- General update, panel of chairpersons, repeat requirements, changes in relation to the appeal process, and repeating for honours classification
Late submission of CA : Revision 21
Amendment October 2014 – To incorporate recommendations from Exams Review Audit 2014. Revision 22
Amendment November 2015- To incorporate recommendations from the Summer and Autumn Exam Boards. Revision 23
Amendment December 2015 – To incorporate approval of recommendations by Academic Process Committee Revision 24
Rev 25 approved by Academic Council on 27 November 2015
Rev 26 approved by Academic Council on 9 December 2016
Rev 27 approved by Academic Council on 15 December 2017
Amendment-October 26th 2018. All repeats caped at 40.
Rev 28 Approved at Academic Council on October 26th 2018
Rev 29 Approved by Academic Council 13th June 2019

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Glossary

Appeal
An appeal is a request for a review of a decision of an academic body charged with decisions on candidate progression, assessment and awards. A candidate has the right to appeal the grade awarded in any module or any decision to disqualify or exclude them from the examination process in accordance with Institute procedures.

Approved Programme Schedule
The Approved Programme Schedule (APS) refers to the set of modules (together with their associated credits, teaching contact hours and breakdown of assessments) that make up a full programme of study.

Attempt
An attempt is defined as an examination sitting and/or submission of continuous assessment for a module. If a student does not sit an examination or submit CA for which they are registered, this will only be counted as an attempt for the purposes of determining the number of attempts permitted to repeat a module. It will not constitute a valid attempt for the purposes of being considered eligible to progress carrying failed modules.

Deadline
The deadlines for each relevant procedure are set out in the relevant Institute procedures.

Embedded/Exit Award
An embedded award is a programme pathway designed for, and incorporated within, a major award. Further information is contained in the Institute procedure.

Examination
The term "examination" in these Marks and Standards should be construed to include reference, as appropriate, to written and oral examinations, assessment of coursework, project-work, etc., examination of theses, dissertations and similar work, and such other forms of assessment of candidates' performance as may have been approved or prescribed by the Academic Council in relation to any programme of study or instruction, and cognate expressions should be construed accordingly.

Exempted   A candidate may be allowed an exemption in respect of a Module or Modules on a programme, using the Institute's procedures related to the recognition of prior learning.

Re-check   Re-check means the administrative operation of checking the recording and the combination of component scores for a module and/or stage.

Review   Means the re-consideration in detail of all or part of the existing examination material where feasible by the internal examiners and, if appropriate, by external examiner(s) and reconsideration of a full set of results. A Review will automatically include a recheck of calculations.

PART A: PROCEDURES FOR CANDIDATE ASSESSMENT LEADING TO INSTITUTE OF TECHNOLOGY, SLIGO AND TO QQI AWARDS

A1   Applicability

The Institute is responsible for the assessment of candidates and the maintenance of programme standards that accord with the relevant award standards.

A1.1   These Marks and Standards shall apply to all assessment and examination of credit based programmes, leading to IT Sligo and QQI Awards, that have commenced delivery (i.e. first year intake) from the academic year 2009/10.

A1.2   Any special regulation, which is indicated in an Approved Programme Schedule as applying to a particular programme, is deemed to apply to the assessments relating to that programme, notwithstanding anything to the contrary in the provisions of the Marks and Standards herein. No special regulations shall apply unless the Academic Council has actually adopted such regulations and incorporated them in the Certificate of Programme Approval issued in relation to the programme concerned.

A1.3   These Marks and Standards shall apply to all candidates studying on both full time and part time programmes.

A1.4.1   A candidate is deemed to be full time when he/she is undertaking 60 credits of learning during a stage (understood at this time to be a full academic year) and is not engaged in full time employment.

A1.4.2   A candidate is deemed to be part time when he/she is undertaking less than 60 credits of learning during a stage (understood at this time to be a full academic year) and/or is engaged in full time employment.

A1.4.3   A candidate is permitted to transfer from being registered as a part-time candidate to being registered as a full-time candidate provided they meet the eligibility requirements of the stage into which they wish to transfer. Likewise, a candidate is permitted to transfer from being registered as a full-time candidate to being registered as a part-time candidate.

A2 The examination and assessment approval process

A2.1 The purpose of examination and assessment is to establish that a candidate has demonstrated that they have attained the intended learning outcomes[1] of a module, a stage or a full programme.

A2.2 Following completion of all the prescribed examinations and assessments for a module, a stage or a full programme, the Institute normally convenes a meeting of the Board of Examiners to decide on the marks for the assessments, to agree overall award classifications and to approve the awarding of ECTS credits. These approved marks, awards and credits are recorded onto the candidate record.

A2.3 Written examinations are understood to refer to a time-limited invigilated setting where a candidate is required to answer a number of questions set by an internal examiner and approved by an external examiner.

A2.4 Continuous assessments come in a variety of forms, including practicals, projects, reports, essays, oral presentations, laboratory work, class tests. Programme assessment strategies should take cognisance of the practicalities of offering repeat continuous assessment opportunities. For example, it may not be feasible for some continuous assessment tasks to be repeated in the same timeframe as written examinations. It may also not be possible for module or programme learning outcomes to be achieved without a candidate repeat attending a module. In such cases, the Board may recommend that the candidate repeat-attend the module. A candidate may not repeat an examination and/or continuous assessment in the Autumn sitting if a requirement of repeat attend is stipulated by the P&A Board.

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[1] Every module has a set of specific learning outcomes. These are considered to comprise the learning that a candidate should demonstrate that they have attained in order to be awarded the credits for that module. Intended learning outcomes describe the minimum achievement (in terms of knowledge, skill and competence) that the candidate is certified to have attained if he/she successfully completes a particular assessment (i.e. passes all the required assessments).

A3 Responsibility for Examinations

A3.1 The President or other appropriate officer of the Institute shall have overall responsibility for the conduct of examinations in the Institute and shall, in particular, ensure that:

i) examinations, including invigilation are conducted properly.

ii) the maximum security in all matters pertaining to examinations is applied.

iii) all examination entries are made to the Institute by the required date(s).

iv) examination question papers/and appropriate marking schemes are prepared by Internal Examiners, sent for review by External Examiners and printed for examinations in a timely fashion.

v) appropriate accommodation arrangements are made for each candidate for examinations.

vi) examination answer scripts are examined by an Internal Examiner, that a sample (e.g. 5% and including borderline cases) is examined by an External Examiner, and that the results for each candidate are made available for meetings of Boards of Examiners.

vii) all assessments and examination work of a candidate should be made available to the external examiners.

viii) accurate records in regard to continuous assessment are maintained and made available to External Examiners.

ix) proper arrangements are made for holding meetings of Boards of Examiners, in accordance with the provisions of Section A6 – A8 below.

x) the recommendations of meetings of Boards of Examiners to the Academic Council are transmitted in a timely manner.

xi) candidates are provided with the information relevant to them with regard to the conduct and regulation of examinations.

xii) there are appropriate procedures to make recommendations following requests for special consideration and for deferment of examinations made by candidates.

xiii) there are appropriate procedures to make recommendations following an appeal related to the examinations made by candidates.

A3.2 All examiners are expected to act in an ethical manner, and demonstrate a fair and consistent approach through objectivity, confidentiality, declarations of interest, and the avoidance of conflicts of interest, etc.

A3.2.1 For those staff members who perceive a potential conflict of interest in relation to any aspect of the examinations process, a completed Conflict of interest form (ref form A3.2.1) should be submitted to the Registrar's Office at the earliest opportunity.

A3.3 Meetings of Boards of Examiners should be established to consider all assessment findings (including the findings of repeat/supplemental assessment) and to determine assessment results for each of the candidates presented, possibly including:

– grades for assessment tasks.

– grades for modules.

– eligibility to progress from one stage in a programme to the next. The decision to allow a candidate to progress (with status AP) may only be made by the Autumn Progression & Award Board.

– eligibility for higher education and training awards; and

– classifications of those awards where applicable.

A3.4 The decisions made at a meeting of the Board of Examiners and subsequently ratified by the Academic Council, are final and may only be undone following a formal appeal made by a candidate. In the case where genuine administrative errors have been made, and are traceable, the VP Academic Affairs and Registrar or a nominee has the authority to make a Broad Sheet amendment. Any such change is noted in the candidate's records.

A4   Internal Examiners

A4.1 Institution assessors and others approved by the Institute from time to time who exercise an examination function shall, be deemed to be Internal Examiners.

A4.2 The functions of Internal Examiners are to:

i)   ensure that the set of assessments carried out by a candidate is in compliance with the schedule of assessments, as specified in the Approved Programme Schedule.

ii)   consult with the appropriate External Examiner(s) in the drafting of examination papers by providing to the External Examiner(s), in good time before the printing of examination papers, typewritten draft question papers, together with appropriate marking schemes, and/or model answers and/or worked solutions to numerical questions involving quantitative data.

iii) take account of all suggestions, criticisms, deletions, additions and amendments proposed by the External Examiner(s).

iv)   submit examination papers, a sample reviewed by the External Examiner(s), to the VP Academic Affairs and Registrar of the Institute, or to the person nominated thereby for this purpose.

v)   make available for the External Examiner(s), all materials related to the assessments including continuous assessment work, projects, scripts etc.

vi)   prior to the meeting of the Progression and Awards Board to consult with the External Examiner(s) and to agree the grades/marks proposed to be awarded to each candidate.

vii) attend meetings of the Boards of Examiners and partake in the decision making process regarding the approval of candidate marks and awards.

viii) act ethically and professionally

ix)   declare any relevant interests that might give rise to a conflict of interest (actual or potential, real or apparent)

Note: All examination materials (scripts, elements of continuous assessment) to be annotated by the internal examiner.

- Academic staff members will set dates at the start of each semester for the submission of assessments.
- If a student identifies that they are unable for appropriate reasons to submit any piece of work by the due date, they must in advance complete and submit an 'Extension request' form for approval.
- Where submissions are made after the relevant date, in the absence of an approved extension, or after the revised submission date (in the event of an extension), the allocated marks will be reduced by 5% per working day[*].

*the material is marked as normal. Then, for example in a situation where the mark is 62%, but the submission was 3 days late, the result is reduced by (3 x 5% =15%): (62 x 0.85 = 52.7).

- If there are extenuating circumstances that led to the late submission, and the student wishes to have the Exam Board consider these, they must complete and lodge the appropriate 'Special consideration' form.
- Any assessment material submitted later than 20 days of the stated submission date must not be presented by an academic staff member for consideration at any Exam Board meeting.
- Where there is no final examination element the *Examination Attendance register* is made available and can be used to record the breakdown of marks for the module and signature of the internal examiner.
- The internal examiner and/or external examiner will select a representative sample of examination scripts and /or samples of other examination material for review by the external examiner. The sample could include 5% of all scripts or samples from low, medium, high and borderline students.
- For modules that are 100% continuous assessment the sample could include work from one major element (e.g. 40%) or as agreed with the external examiner.

A5   External Examiners

A5.1   External examining is a quality assurance mechanism employed by the Institute that supports public confidence in academic qualifications. The external examining process offers valued objective interface; a principal outcome of external examining is the introduction of an independent element into candidate assessment procedures.

These guidelines encompass the external examining of all programmes and modules. Greater detail on the process for, and the conditions of appointment of external examiners can be found in the Appendices to Chapter 3 of the IT Sligo Quality Assurance Manual https://www.itsligo.ie/about-it-sligo/administration/registrar/quality/.

Additional information is also available on the website at http://registrar.itsligo.ie/external-examiners/

At all times External Examiners will treat all information and documents pertaining to programmes at the Institute and the communication of information to and from the Institute confidentially.

A5.2   The functions of the External Examiner are to:
   i)   comment on the programme standard (educational goal).
   ii)   probe the attainment of candidates using information agreed with and supplied by the Institute.

iii) comment where appropriate on the qualification-related assessment strategy and procedures and proceeding from there to probe the overall assessment strategy in consultation with the Internal Examiner(s).

iv) participate, where relevant, in reviewing the performance of modules across programmes.

v) review a sample of written examinations in consultation with the Internal Examiner(s) prior to submission to the exams office.

vi) review continuous assessment work, either during the academic year or at the time of the final examination period.

vii) review any recommendations for exemptions arising from the evaluation of prior learning, at the time of the final examination period.

viii) report findings and recommendations to the Institute in writing.

A5.3 An External Examiner should ensure adequacy of standards at examinations. In particular, External Examiners should ensure that:

i) the appropriate standards with regard to Pass, Merit and Distinction/ Honours are applied, and that

ii) comparability of standards between equivalent level programmes from other providers is achieved and maintained as far as is feasible.

A5.4 When visiting the Institute, the duties of External Examiners shall be as follows:

i) to review the exhibition of candidates' work and if necessary and where appropriate, to interview a selection of candidates before the Examination Board meeting.

ii) to review the overall Examination Broadsheet with mean marks being available for individual modules.

iii) to review borderline cases where deemed necessary in consultation with the Internal Examiner(s).

iv) to agree with the respective Internal Examiner(s) the proposed final Marks for consideration by the appropriate Board of Examiners.

v) to attend appropriate meeting(s) of the Board of Examiners as required.

A5.5 The External Examiner/s has the authority to propose changes to the marks awarded. If these proposals are challenged by the Internal examiner/s then the final decision is taken by a consensus of the Examiners at the Progression and Award Board meeting.

A5.6 At the end of a meeting of the Progression and Award Board, External Examiners are typically invited to give oral feedback on the process and their observations regarding the examinations and assessments.

A5.7   The External Examiner issues a written report each time an individual or a cohort of candidates is assessed. The detailed requirements for the report are specified in Chapter 3 of the IT Sligo Quality Assurance Manual.

A.5.7.1 An External Examiner is expected to comment on the design, structure, and content of a programme and its constituent components, and on the standard of the programme and its assessment in a national and international context during any formal review of the programme.

A5.8   Module External Examiners

A5.8.1 Programme External Examiners should deal with all modules in the programme(s), and should approach the task with a view to ensuring that each candidate's performance in the programme as a whole is properly assessed, subject to the requirements of the Institute's Marks and Standards Regulations and the overall programme learning outcomes.

A5.8.2 Module External Examiners are required to ensure that each candidate's overall performance on the modules is properly assessed.

A6   Return of Examination Marks by Internal Examiners

A6.1   Examination marks, submitted by the Internal Examiner, and agreed with the External Examiner(s), should be placed onto the electronic candidate record for final consideration by the Progression and Awards Board. Normally, an "Examinations Attendance Register" must be completed in respect of each Examination Module, and signed by both Internal and External Examiners. The External Examiner(s) should certify the agreed final marks for each candidate on the Examination Attendance Register. The completed Examination Attendance Register should be submitted to the Administration staff in the School Office for filing by the end of the relevant examination session. Head of School/Head of Department in accordance with the time schedule provided by the examinations office and in advance of the appropriate meeting of the Progression and Awards Board. This should include the following for each candidate:

(a)   The allocation of marks for all assessment items, in accordance with the terms of the Approved Programme Schedule currently in operation;

(b)   The overall total of marks awarded to each candidate and agreed upon by the Internal and External Examiners for that Examination Module.

A6.2   The "Examination Attendance Register" supplied by the Institute upon request, is intended for the use of Examiners in respect of separate elements of assessment of each Examination Module, e.g. orals, projects, each written paper, continuous assessment, and, in cases where several Component Modules comprise an Examination Module in respect of the individual Component Modules.

A6.3   The Board of Internal Examiners shall meet prior to the Progression and Award Board. All Internal Examiners on the programme shall attend.

A6.3.1 The functions of the Board of Internal Examiners are to:
   i)   check module marks are correctly entered.
   ii)   check all candidates have results for all modules and module components e.g. no missing marks or electives.
   iii)   look at all results for each individual candidate, highlighting marginal results.
   iv)   where necessary discuss individual results with External Examiners before the Progression & Award Board.
   v)   Implement any appropriate recommendations / changes prior to the Progression & Award Board.

This Board does not have the authority to change marks other than changes due to clerical errors or the addition of more complete data on the actual result. The minutes of the Board of Internal Examiners shall be made available to the Progression and Award Board. This Board does not make changes to the overall academic standing of candidates as this must be decided at the meeting of the Progression and Award Board.

A6.4   Withholding Entries

A6.4.1 Should the Institute, where there is a case or suspected case of plagiarism or other disciplinary matter, decide before, during or after the process of presenting a candidate's performance in one or more examination modules to the purview of the Board of Examiners, that it does not wish to so present the candidate, then it is the Institute's right and responsibility to withhold that candidate's results or part thereof from that purview. It is further a matter for the Institute whether it will present such a candidate again, and if it does so, the recording of WH will be counted as an attempt. In circumstances where a suspected case of plagiarism is found to be unfounded, the original grade for the work should be recorded.

A6.4.2 Candidates who have taken the module assessment(s) and who have not complied with all appropriate Institute requirements will be regarded as provisional entries. Any recommendations by a board of examiners in respect of the result of any such candidate will be regarded as provisional and the candidate will not be informed of their marks until such time as the candidate has complied with the appropriate requirements as outlined by the internal examiner to the Board of Examiners and recorded in the Repeat Requirement book by the internal examiner.

A6.4.3 The Academic Council shall not grant an award to any candidate whose result is regarded as withheld or provisional.

A7   Meeting of the Progression and Award Board

A7.1   Meeting prior to the Progression and Award Board meeting

The Board of Internal Examiners will meet to consider candidate performance prior to the meeting of the Progression and Award Board. The purpose of the meeting is to review and discuss results, in order to ensure that they are accurate, to identify candidates not following the full programme but just taking one or more modules, to identify marginal results for discussion with external examiners and to prepare the draft broadsheet of results for presentation to the board of examiners.

The authority at such meetings rests with the Department. Such a meeting may influence, but not compel, examiners to review their assessment findings. In contrast to the meeting of a board of internal examiners, it would be inappropriate for a Programme Board (PB) to replace the recommendation of an individual assessor with that of its own. The Board will identify candidates not following the full programme but just taking one or more modules.

The minutes of any such meeting should be made available to the board of examiners where appropriate.

A7.2   After each examination session the Internal and External Examiners shall formally meet together as a Progression and Award Board under the chairmanship of the President or by a member of the Institute's senior staff nominated for that purpose by the President. The Chair shall not be a member of the School responsible for the candidates being examined. Only those Internal Examiners who have participated in the examinations for a given award (or examination stage leading to an award), together with the Head of Department concerned, and such External Examiners as the Academic Council shall deem appropriate, shall participate in the meeting of the Progression and Award Board at which recommendations in relation to that award or examination stage are decided.

A7.3   At an examination meeting, the role of the Chairperson is to ensure that:
  (i) candidates are given fair and consistent consideration.
  (ii) any decisions are properly recorded.
  (iii) where a decision is voted upon, any dissentions from the internal or external examiners are recorded.
  (iv) the meeting proceeds in a timely manner.
  (v) the exam results are validated by the board.
  (vi) any issue of interpretation of Marks and Standards is properly clarified.

Examination board meetings should be chaired by the President or by a senior academic member of the Institute nominated by the President for that purpose.

A7.4   The membership of the Progression and Award Board comprises all of the internal examiners, the external examiners, an independent Chairperson and a recording secretary. Normally the meeting may not proceed in the absence of any of the internal examiners unless a formal request for non-attendance is approved by the Head of School. Where an absent member is the Internal Examiner for a candidate's marks under consideration, these marks may only be considered when all of the necessary supporting information, documents and explanations are available to the Board.

A meeting may proceed in the absence of the external examiner provided the assessment materials and broad sheets have been evaluated by external examiner and that the views of the external examiners are clearly conveyed to the meeting.

A7.5   Schedule of Meetings

The dates of meetings of Progression and Award Board shall be agreed annually by the Academic Council of the Institute.

A8   Operation of the Progression and Award Board

A8.1   The Progression and Award Board considers the marks attained by the assessments taken by a candidate for the purposes of determining if the candidate has met the learning outcomes of the module(s), the stage, and of the programme award, as appropriate.

A8.2   The following are the functions of the Progression and Award Board:
   i)   consider and approve each candidate's results (i.e. satisfy itself that candidates have been appropriately graded and classified).
   ii)   consider the overall performance of each candidate and satisfy itself that the required learning outcomes have been attained.
   iii)   make decisions in relation to progression.
   iv)   decide the level of the award for each candidate.
   v)   exercise discretion.
   vi)   consider applications for special consideration, and make appropriate changes. In certain personal circumstances, where a deferral is warranted but was not submitted for reasons beyond the control of a candidate, the P&A Board may allow a deferral to be recorded on behalf of the candidate.
   vii)   where the overall award is determined by the Board to be close to a lower or higher award classification (i.e. a borderline case), the Board should satisfy itself that the award classification being made reflects the overall performance of the candidate in respect of the learning outcomes of the programme. Cases near the classification boundaries i.e. within $\pm$ 1 percentage point of the percentage point threshold should be carefully considered.
   viii)   where systemic errors are discovered, any necessary adjustments to marks/grades should be applied to all candidates affected. The decision to make such adjustments and the supporting rationale should be recorded in the minutes.
   ix)   record final agreed marks on a broadsheet of results, signed by the members of the board.

The Chair records all decisions and amendments on the broadsheets. The Broadsheets act as a record of all decisions made at the meeting. A minute of the exam board meeting is to be recorded by an administrator appointed by the Head of Faculty. Boards of examiners should be vigilant against any tendency towards grade inflation, basing their decisions on valid and reliable assessment of explicit learning outcomes.

A8.3   Discussions about Progression and Awards

A8.3.1   When considering borderline cases it is important to consider the candidate's performance as a whole. A board should only grant eligibility for progression, or recommend that an award be made, when it is satisfied, based on consideration of the necessary evidence, that the required learning outcomes have been attained.

A8.3.2 Decision-making process

(i) Normally decisions should be reached by consensus. However, in the event that consensus is impossible the alternative decision-making mechanism is by the majority vote of all members from that programme who are properly recognised examiners in attendance at the meeting.

In the event of a disagreement between the board of examiners and an internal examiner, the Board may vote to replace a recommendation from an examiner with its own but should record the disagreement in the minutes of its meeting.

In the event of an unresolved disagreement between the Board and the external examiner, the decision of the Board shall prevail. The disagreement should be recorded in the minutes of the meeting.

Any dissenting opinion by the External Examiner which shall have been recorded shall be brought to the attention of the Academic Council, whose decision in relation thereto shall be final.

A8.3.3 Consistency of Standards

Regardless of the mode of delivery, the Progression and Award Board must consider the assessments in a consistent manner and be satisfied that, in granting a pass mark, the candidate has met the learning outcomes for the module, the stage and/or the award, as appropriate.

Any module having a grade distribution which is persistently and significantly inconsistent with others warrants discussion. If systematic anomalies are discovered these should be discussed at the meeting of the Progression and Award Board and referred to the VP Academic Affairs and Registrar and the relevant Head of Department for review and action.

A8.3.4 Declaration of Conflict of Interest in Relation to Involvement with the Examination Process

Should a situation arise where the board is about to discuss a family member of a board member, the board member will leave the meeting room until after the discussion, this is to prevent any conflict of interest.

A8.4   **Semesterised Programmes**

A8.4.1   The results from both semester 1 and semester 2 are normally formally considered at the summer session of the Progression and Award Board. Notwithstanding this, the benefits of holding a meeting of the Programme Board at the end of Semester 1 are (i) to provide a basis for candidate feedback and (ii) to give advance notice of any repeat requirements, which will be considered at the Autumn examination Board.

A8.4.2   In accordance with the year-long stage-based funding structure of the Higher Education Authority, candidates are permitted to progress to the second semester of a stage regardless of their performance in first semester modules of that stage. Exceptions to this must be pre-approved by the Academic Council.

A8.5   **Confidentiality**
The proceedings and deliberations of the Programme Assessment Board and Progression and Award Board are **strictly confidential**; under no circumstances should any person attending a meeting of these Boards disclose to any other person a decision of the Board or any document, information or opinion considered, conveyed or expressed at the meeting. The Chairman of the these Boards may however cause to be issued the provisional list of results referred to at Paragraph A11.6 below, and may, as necessary and as decided by the Board, communicate appropriately with the Academic Council with regard to any matter requiring such communication, arising out of the proceedings of these Board meetings.

A9   Broadsheets of Results

A9.1   At the meeting of the Progression and Award Board a Broadsheet of Results shall be endorsed which shall record the total marks awarded to each candidate in each module and which shall indicate, in relation to each candidate's overall result, as to whether the candidate has passed, or has passed with Merit (indicating the grade of Merit), or has passed with Distinction, or has passed with Honours (indicating the grade of Honours), or has failed. Any other overall result should be recorded in accordance with Table A1.

In the case of a candidate who fails, recommendations of exemptions, if any, should be indicated. The annotation of results shall be in accordance with Institute requirements in this regard.

A9.2   The Broadsheet(s) of Results shall be signed by the Chairman and Secretary of the meeting, and by all of the Examiners (External and Internal) present at the meeting. The original and revised Broadsheets shall be forwarded to the VP Academic Affairs and Registrar of the Institute once the Secretary of the Progression and Awards Board has verified that any changes or modifications agreed at the board have been made in the online student system, Banner.

A9.3   **Provisional Lists of Results**

Following recommendations made by a Progression and Award Board, a provisional list of results may be issued by the Institute. The Board may choose not to issue a provisional result in the case of any candidate whose result is in dispute, indeterminate, the subject of referral to the Academic Council, or whose entry is regarded as provisional in accordance with Paragraph A6 or otherwise. The name of any such candidate may not be included in any provisional list of results issued by the Institute, nor should any information in relation to results be communicated to any such candidate pending a decision by the Academic Council.

TABLE A1: Recording of Module Results on Examination Broad Sheets

Module Result Code	Result	Effect on Number of Exam Attempts	Overall Academic Standing	Decision Maker(s)
X	X in module result box to indicate modules passed in previous session Exempted Module (based on RPL)		Applicable to the overall result – normally further EX or PS or FL etc.	Ref: Granting of Exemptions for Modules for Students with Prior Certified and/or non-Certified Learning.
I Deferral	Deferral of Module Result(s) A Board of Examiners may, in the case of illness or bereavement, or other personal circumstances, recommend that a final decision on a candidate's result be deferred to enable the candidate to complete specific outstanding requirements of the course or related assessment. The candidate must complete the appropriate documentation. A deferral is valid until the next registration for the examination and/or CA.	Not Counted as an Attempt	DE in overall result	Head of Department
NP	Not present for terminal exam	Counted as an attempt for the purposes of repeats		Lecturer
%	Mark at previous sitting			Lecturer
F	Failed to meet all the requirements	Counted as an attempt	Is included in the overall GPA calculation	Lecturer
P	Pass in Pass/Fail Module			Lecturer
W	Has formally withdrawn	Not counted as attempt		Completed by Registrar's Office
WH	Withheld. Only to be used in alleged plagiarism and disciplinary cases.	Counted as an attempt for the purposes of repeats.	WH	Exam Board. To be resolved to substantive grade after resolution

				of plagiarism or disciplinary case.

TABLE A2: Recording of Overall Academic Standing on Examination Broad Sheets

Overall Academic Standing	Result	Effect on Number of Exam Attempts	Overall academic Standing code	Decision Maker(s)
EXE	Exemption(s) Granted (Based on a pass in the module at this sitting)	Counted as an attempt. No further requirements in respect of modules/exams	Credits Awarded **EX**	Exam Board
FAIL	Fail.	Counted as an attempt	Fail is only recorded in the overall result when a candidate has achieved no exemptions **FL**	Exam Board
DEFERRAL	Deferral of Result(s) A Board of Examiners may, in the case of illness or bereavement, recommend that a final decision on a candidate's result be deferred to enable the candidate to complete specific outstanding requirements of the course or examination. The candidate must complete the appropriate documentation. A deferral is valid until the next registration for the examination and/or CA.	Not counted as an attempt	**DE** in overall result	Head of Department
WITHDREW	Withdrew from Course – the provider normally has evidence stipulated in the provider procedures that the candidate has withdrawn from the programme.	Counted as an attempt	**WD**	Exam Board/Registrar's Office

WITHHELD	Candidate's Result(s) Withheld.	Counted as an attempt for the purposes of repeats	**WH**	Exam Board
ELIGIBLE TO PROGRESS	Eligible to progress to next stage carrying failed module	Counted as an attempt	**AP**	Exam Board
PASS	Pass	Counted as an attempt	**PS**	Exam Board
1ST CLASS HONOURS	Level 9- Over 70%	Counted as an attempt	**H1**	Exam Board
2ND CLASS HONOURS	Level 9- Over 60%		**H2**	
1ST CLASS HONOURS	Level 8 - Over 70%	Counted as an attempt	**H1**	Exam Board
2ND CLASS HONOURS GRADE 1	Level 8 – Over 60%		**2.1**	
2ND CLASS HONOURS GRADE2	Level 8 – Over 50%		**2.2**	
DISTINCTION	Level 6/7 - Over 70%	Counted as an attempt	**DT**	Exam Board
MERIT GRADE 1	Level 6/7 – Over 60%		**M1**	
MERIT GRADE 2	Level 6/7 – Over 50%		**M2**	

A10   Recommendation of Results to Academic Council

A10.1   A summary of the Broadsheet results for all examinations will be presented by the VP Academic Affairs and Registrar to the Academic Council at the earliest possible occasion after the completion of the examination period. The Academic Council shall ratify all examination results. Any concerns regarding the examination process may be raised at this time. The decision of the Academic Council is referred to the Governing Body for final ratification.

A10.2   Granting of Academic Council's Awards

When the Academic Council endorses the recommendations of a duly constituted meeting of a Board of Examiners, the results thereby approved shall be final and appropriate awards shall be granted by the Academic Council on foot thereof. The date of this Academic Council meeting is the official date of the granting of the award, and this date shall appear on the award parchment.

A11 Examination Feedback, Review and Appeal

Refer to current Institute Procedure [EXAM027 Examination, Feedback, Review and Appeal](#)

Results Feedback Process: Following the issuing of the results a student who has a query about their results should contact the internal examiner during the results feedback days to seek clarification.

Examination Review process: If the student is still not satisfied that the results were determined in a manner in compliance with the Institute's regulations, they may submit an application for a review, as per current procedure, and in line with the grounds and deadlines set out in that procedure.

Appeal process: If the student is not satisfied with the outcome of the Review they may submit an Appeal, as per current procedure, and in line with the grounds and deadlines set out in that procedure.

A12 Educational Integrity

A12.1 Plagiarism is a form of academic misconduct. There are degrees of plagiarism ranging from the unintentional and minor to the clearly intentional and extensive. It can arise in a written examination, but more obviously it can arise in course work and project work.

A12.2 Where plagiarism is suspected to have occurred, the examiners must consider the evidence carefully before deciding on any course of action. On the basis of the evidence, the examiners may refer the matter to a disciplinary hearing or raise the matter at the meeting of the Progression and Award Board. Refer to current Institute plagiarism procedure.

A13 Review of Examination Performance

A13.1 Cluster Board

A Cluster Board comprises all internal examiners who are involved in the assessment of modules in a similar discipline area. While such a board does not have a specific role in assessment, it may choose to review the assessment profile of modules in a discipline area.

A13.2 Programme Board

On an annual basis, the Programme Board (comprising the team of Internal Examiners for a programme) must formally consider the assessment profile for the programme, including the EAP7 and any feedback from candidates on the programme. The report of the Programme Board is sent to the VP Academic Affairs and Registrar via the Heads of Departments and Heads of Schools.

PART B: GENERAL MARKS AND STANDARDS

B1 General Requirements for Examinations and Awards

B1.1 All candidates who have satisfactorily pursued or followed a programme of study or instruction approved by the Academic Council, and who have met all programme requirements shall be admitted to the examinations or other assessments.

B1.2 The granting of all approved awards shall be on the basis of a candidate's performance in examinations or other tests of knowledge or ability which have been set or prescribed by the Academic Council and which have been approved and monitored by External Examiner(s) appointed by the Academic Council.

B1.3 All examination and assessment material must normally be available for scrutiny and approval as required by the Academic Council's External Examiner(s).

B1.4 Normally, no result shall be approved in respect of any candidate presenting in an examination module or in combination of Examination Modules which has not been approved by the Academic Council.

B1.5 The passing of a module at any examination is governed by the right of the Institute to admit or re-admit candidates to its examinations or to present or re-present such candidates to the purview of the Academic Council for the purpose of awards.

B2 Approved Programme Schedule and Programme Pathway

B2.1 The Approved Programme Schedule and Programme Pathway indicate the Examination Modules, and combinations of Examination Modules, approved by the Academic Council in respect of each programme.

B2.2 Where the Academic Council has adopted an Approved Programme Schedule and Programme Pathway in relation to an Approved Programme, the provisions of that Schedule are deemed to form part of the Marks and Standards applying to the programme.

B2.3 Modules

The Approved Programme Schedule for each approved programme specifies the set of approved examination modules for the programme. A module may consist of one or more component assessment. Where a module consists of more than one component assessment, these are normally examined separately and the marks scored in the several component parts are aggregated to determine the candidate's overall performance in the module. The Programme Pathway

document for each approved programme details the pre-requisite, co-requisite and excluded modules to each Module.

B2.4   Examination Modules are categorised as Mandatory, Elective, Optional, Excluded and Exempted. The following provisions apply to the various categories of Examination Modules for the purpose of completing any examination stage leading to an Academic Council award:

MANDATORY: Each candidate must present and pass in all Mandatory Examination Modules.

ELECTIVE: Where the programme structure consists of one or more Mandatory Examination Modules and several Elective Examination Modules, each candidate must present and pass in all Mandatory Examination Modules and in a prescribed number of Elective Examination Modules. The number of Elective Examination Modules required is prescribed in the Approved Programme Schedule and the Programme Pathway schedule.

OPTIONAL: Performance in Optional Examination Modules is not taken into account in determining a candidate's overall result.

An example of an optional module is the student mentoring programme where on completion the student mentors receive 5 credits but these 5 credits are not taken into account in determining the overall result as the module is not part of the Approved Programme Schedule.

EXCLUDED: An excluded module is a module that the candidate is not permitted to take, as it has similar learning outcomes to another module already chosen or taken previously by the candidate. Performance in an Excluded Module is not taken into account in determining a candidate's overall result.

EXEMPTED: A module for which an exemption has been granted in line with Institute RPL procedure.

B3   Attendance

B3.1   Certain modules have requirements for candidate attendance during the delivery of the learning. The programme board is responsible for ensuring that any such requirements are clearly communicated to and understood by candidates. While there is no generic overall attendance requirement applicable to all modules and programmes, the Progression and Award Board may take a candidate's attendance into consideration when deciding on the marks awarded for a module. The Internal Examiner is responsible for providing evidence in support of the attendance record.

B4   Marks Maxima and Allocation

B4.1   The allocation of marks to each Component Module and to each assessment element of a module and to each assessment shall be as indicated in the Approved Programme Schedule.

B4.2   The maximum marks available in each Module should be 100 marks and results entered on the Broad Sheet should be recorded as a numerical percentage.

B4.3   **In certain cases a module may be assessed on a Pass/Fail basis.**
In that case, this module is not included in the assessment of the overall award grade.

B5   Minimum Pass Mark

B5.1   The minimum mark required for a pass in any Module shall be 40% of the maximum marks available for that Module. In any case where the Approved Programme Schedule and Programme Pathway provides for a minimum pass mark other than 40%, the minimum pass mark must be indicated clearly on the Broadsheet of Results; in default of such indication, the minimum pass mark is assumed to be 40%.

B5.2   **Continuous Assessment Marks**

B5.2.1 In the case of a candidate repeating an examination, marks awarded on the basis of continuous assessment, practical, project or laboratory examinations, etc., shall, normally, be carried forward from the original examination to the repeat written examination (where a formal written examination properly constitutes a component of the overall assessment for that module). The mark from a repeat sitting of a written examination shall be aggregated with the previously attained marks from continuous assessment work.

B5.2.2 In the case of a candidate repeating an examination following a repeat attendance of a module, only the marks awarded as a result of the full set of repeat assessments and repeat sitting of the examination shall be considered.

B5.2.3 Where the Progression and Award Board decides that a candidate must repeat part or all of the continuous assessments, it may choose to devise, having due regard to the provisions of the Approved Programme Schedule, alternative assessment arrangements in agreement with the External Examiner(s) in lieu of the continuous assessment specified in the Approved Programme Schedule. In such cases, the overall mark considered at a subsequent examination board of such candidates shall be based on the marks awarded for the repeat continuous assessment combined with any other repeated components of the examination or elements of marks from previous relevant assessments which were not required to be repeated. The internal examiner will record on the digital Project Book the details

of the repeat assessment arrangement where the candidate has to repeat a Continuous Assessment.

B5.2.4   Where the overall mark for a module is made up of mostly continuous assessment work and where a candidate fails the module, the Progression and Award Board will normally recommend that the candidate repeat-attends the module. However, the Progression and Award Board does have the discretion to prescribe alternative continuous assessment work and/or a written examination provided that it is satisfied that any such assessment will test the full set of learning outcomes for the module, as specified in the module descriptor.

B5.2.5   Passing of each component of Assessment

a)   Normally, the mark awarded for a module is calculated as the sum of the marks awarded for the component assessment items for that module. Nevertheless, the Progression and Award Board has the discretion to modify any final mark, based on information that is formally brought to its attention.

b)   A module may contain a *threshold* assessment, whereby a specified satisfactory mark in a specific assessment item must be achieved, before any such further assessment items may be considered. The requirement for threshold should be contained in the Approved Programme Schedule or agreed by the Academic Council.

c)   In the event of completion of outstanding assessment items being required of a candidate in order to fulfill the requirements of a module, apart from a terminal examination, the lecturer must clearly indicate such requirement in the required manner i.e. in the digital Project Book. This book must be completed after each exam board, including the Autumn Boards. This information must then be communicated to the candidate by the examinations office.

d)   Internal examiners are responsible for specifying the additional/ repeat work required of the student that ensures that the learning outcomes of that element are evaluated. This needs to address the learning outcomes that are normally covered through continuous assessment and practical work as applicable.

B6 Recording of Exemptions

B6.1 Classification of exemptions

There are two exemption classifications:

i) an exemption awarded by the Progression and Award Board based on the attainment of a pass mark of a candidate who undertook the full assessments at this sitting of the examination, as specified in the Approved Programme Schedule. In this case, the agreed numerical mark attained by the candidate is entered onto the Broadsheet at the location of the module result box and (where this is a passing mark) the module is recorded as being exempted. This is recorded as an 'EX' on the overall result section of the Broadsheet.

ii) an exemption awarded following the evaluation of a portfolio of a candidates (prior accredited and unaccredited) work which was submitted prior to the commencement of the module delivery. This exemption is awarded based on the recognition of prior learning, and the candidate is not required to take the assessment specified in the Approved Programme Schedule. In this case, an 'X' is entered onto the Broadsheet at the location of the module mark and the module is recorded as being exempted (this is recorded as an 'EX' on the overall result section of the Broadsheet). If an award is deemed classified, a mark should be apportioned to the result.

B6.2 Subject to normal programme update and modification via periodic programmatic review or otherwise, modules exempted shall accrue for the purposes of completing the requirements of an award and need not be retaken.

B6.3 Additional Exemptions

B6.3.1 Where a candidate has failed a module, an exemption in this module may be granted following a subsequent sitting of the assessment/s and consideration of the marks from these assessments by the Progression and Award Board. In order to complete the examination stage concerned, the candidate must obtain a clear pass in all required Examination Modules for that stage.

B6.3.2 In recording exemptions on the Broadsheet of Results, in respect of attempts subsequent to a candidate's first attempt at the examination, only the additional exemptions gained should be recorded in the overall result column; exemptions awarded by virtue of previous attempts should not be repeated in the overall result column on a current Broadsheet. Previously granted exemptions should be recorded in the module mark column(s) in the format of the mark, contained within parentheses – i.e.' (the mark from the previous attempt)'.

B6.4   Number of Attempts

B6.4.1   A candidate is permitted a maximum of <u>five</u> attempts at the assessments to pass a module. Any candidate not achieving a pass after five attempts, under normal circumstances, will be withdrawn from the programme of study. The Progression and Award Board has the discretion to recommend that a candidate repeat attend the module or an equivalent module and all of the assessments of the module.

B6.4.2   A candidate who has failed a module does not have an automatic entitlement to request a repeat examination to be set for them. For example, where (i) such time has passed between successive examination attempts that the Programme Board considered the relevancy of modules to be out-dated, or (ii) where the current delivered version of the programme is sufficiently different from the original approved programme undertaken by a candidate, the Programme Board may require the candidate to attend a more current equivalent module and to take the assessments and examinations related to that module in order to meet the Learning Outcomes for the current programme.

B7   Requirements for Progression

B7.1   Candidates will be able to progress through a programme based on the pathway, subject to having met all the pre-requisite and co-requisite requirements of the modules they are undertaking.

B7.2   Discretion of Progression and Award Board

B7.2.1   The Progression and Award Board has the discretion, on a case by case basis, to amend an award classification, by taking into account the totality of the candidate's performance and any formal recommendation for Special Consideration as advised at the Board.

B7.2.2   Borderline cases

A Borderline case refers to a candidate presenting for progression or award, who is close to the threshold between successive award grade bands. As a guide, a borderline case would typically be any candidate whose:

   i. average mark across all modules is within 1% of any of a threshold, as specified in Table B1.
   ii. marks in more than two-thirds of all the modules are in the higher grade band.

In the case of a candidate who is not passing all modules at a stage in a programme, the Progression and Award Board, as a guideline, may consider increasing the mark in up to two modules that are within 5% of the pass mark. If the candidate is still not meeting the overall pass threshold for that stage then the recommendation is that the candidate is required to repeat/re-attend the failed elements.

B7.2.3   Meetings of the Progression and Award Board should allow for a full, frank and succinct discussion of all borderline cases before a final decision is made. Any decision should be based on the cumulative evidence presented rather than on the view of one Internal or External Examiner or on the marks of a single module.

B7.2.4   Following deliberations, the Progression and Award Board may recommend that a candidate's GPA be increased or decreased and that a candidate be granted a higher or lower overall award than the current modules marks would add up to. Where the decision is made to change the overall grade (and award classification, where appropriate), the Board must agree the changes in module marks to ensure that the candidate record system correctly calculates the new grade or award classification.

B7.2.5   In the case of non-award examination stages, the candidate should, normally, be accorded the benefit of the doubt, given reasonable grounds, and the Board should endeavour to make a firm recommendation on the matter without referral to the Academic Council, unless a fundamental question of principle is involved.

B7.2.6 In the case of final (award stage) examinations, Marks and Standards should be interpreted in such a manner as to require the candidate to have demonstrated beyond reasonable doubt an entitlement, on the basis of examination performance, to the result being sought with due regard to the overall programme learning outcomes.

B7.3   Carrying of Failed Elements

B7.3.1 Candidates may be eligible to progress to a subsequent stage of a programme while carrying failed modules from a stage, subject to having met the pre-requisite requirements of the modules on the subsequent stage. A maximum value of 10 credits may be carried from a previous stage; the decision to permit progression to a subsequent stage carrying failed modules is at the **discretion of the Progression and Award Board.** In order to be eligible for consideration to carry failed modules, a candidate must first register for the repeat module and sit the repeat examination and/or submit the repeat CA at the next available sitting. A candidate who fails to meet this requirement will not be eligible for consideration to progress carrying failed elements. Students permitted to progress carrying a failed element will be assigned an academic standing of "approved to progress" with code "AP". A student may not progress beyond one subsequent stage while carrying a failed module eg from stage 1 to stage 3.

B7.3.2 In any case, a full time candidate while repeating the failed module, is required to undertake all the learning specified for the subsequent stage. The prior written approval of the Head of Department, on the recommendation of the Board, shall be required before commencement of the stage of the programme leading to the second or subsequent examination stage.

B7.3.3 Where different stages of a programme contribute to the award class, the award class may not be considered until all of the modules contributing to the award class have been passed.

B7.4 If a repeat examination or assessment is deemed unacceptable by the exam board, or if the module learning outcomes cannot be attained by completion of a repeat examination or assessment, the exam board can direct the student to repeat attend the module.

B8   Standards for Awards at Different Classifications

B8.1   The classification of awards shall be criterion referenced (as distinct from norm referenced).

Table B1 describes the classifications available for major awards made by the Institute on the National Framework of Qualifications (NFQ).

Table B1: Classification of Awards

Classification of Major Level 6 and Level 7 awards	GPA thresholds	Percentage thresholds	Descriptions	Overall Academic Standing Code
Distinction	3.25	70%	Pass and achievement is significantly and consistently beyond pass standard in most respects	DT
Merit Grade 1	3.0	60%	Pass and achievement is significantly beyond pass standard in many respects	M1
Merit Grade 2	2.5	50%	Pass and achievement is significantly beyond pass standard in some respects	M2
Pass	2.0	40%	Attains all the minimum intended programme learning outcomes	PS

Classification of Honours Bachelor degrees/ Higher Diploma Level 8	GPA thresholds	Percentage thresholds	Description	Overall Academic Standing Code
First class honours	3.25	70%	Pass and achievement is significantly and consistently beyond pass standard in most respects	H1
Second class Grade 1	3.0	60%	Pass and achievement is significantly beyond pass standard in many respects	2.1
Second class Grade 2	2.5	50%	Pass and achievement is significantly beyond pass standard in some respects	2.2

| Pass | 2.0 | 40% | Attains all the minimum intended programme learning outcomes | PS |

Classification of Postgraduate Diploma Level 9	GPA thresholds	Percentage thresholds	Description	Overall Academic Standing Code
Distinction	3.25	70%	Pass and achievement is significantly and consistently beyond pass standard in most respects	DT
Merit	3.0	60%	Pass and achievement is significantly beyond pass standard in many respects	M
Pass	2.0	40%	Attains all the minimum intended programme learning outcomes	PS

Classification of Taught Master degrees Level 9	GPA thresholds	Percentage thresholds	Description	Overall Academic Standing Code
First class honours	3.25	70%	Pass and achievement is significantly and consistently beyond pass standard in most respects	H1
Second class	3.0	60%	Pass and achievement is significantly beyond pass standard in many respects	H2
Pass	2.0	40%	Attains all the minimum intended programme learning outcomes	PS

Classification of Research Degrees	GPA thresholds	Percentage thresholds	Description	Overall Academic Standing Code
Unclassified (recognised as equivalent to an honour classification for progression and employment purposes)	N/A	N/A	Attains all the minimum intended learning outcomes for the relevant research degree programme	Unclassified

Other unclassified award	GPA thresholds	Percentage thresholds	Description	Overall Academic Standing Code
Unclassified	2.0	40%	Attains all the minimum intended programme learning outcomes	Unclassified

B8.2   General Conditions

B8.2.1   To be eligible for an NFQ award at **Pass** classification, a candidate must:

1) satisfy all assessments for modules at the same NFQ Level as the award and any other requirements specified in the Approved Programme Schedule for the programme,

2) pass the examination as a whole in accordance with these Marks and Standards, and

3) obtain an average overall assessment mark (based on the total marks available as specified in the Approved Programme Schedule), as shown in Table B1.

B8.2.2   An Award at Merit or Distinction or Honours classification may not be considered unless the candidate has passed any relevant assessments and final examinations:

1) in the case of full-time candidates, at the first attempt, and in one sitting,

or

2) in the case of candidates who have taken a programme on a part time basis, by virtue of passing in each required assessment of an Approved Programme Schedule (at the same NFQ level as the award), at the candidates <u>first</u> attempt for each module.

B8.2.3 Normally, an Award at Merit or Distinction or Honours classification may be made on the results of the assessments of the final stage (year) only of the Programme; unless weighted contributions from previous years' assessments are specified in the Approved Programme Schedule.

B8.2.4 Normally at a non-award stage, a candidate's result is declared as a Pass, where the candidate has met or improved upon the Pass standard for that stage.

B8.2.5 Where a Progression and Award Board has approved a Pass result at a non-final year of a programme, a candidate may subsequently apply for an <u>Embedded Award</u> only where such an award has been validated by the Academic Council. In this case, the candidates overall result is considered at the P&A Board, if all the relevant documentation is available. Otherwise, a separate meeting of the Progression and Award Board will be convened to determine if the award should be granted.

B8.2.6 The general provisions relating to Higher Degrees by Research and Thesis are as set out in the "*Code of Practice for Postgraduate Research at IT Sligo*", which is contained in the Quality Manual.

B8.2.7 In the case of successful candidates for research degrees, the Broadsheet of Results should be annotated "Recommended" and signed by the Internal Supervisor(s) and External Examiner(s) concerned.

B8.3   Unclassified Awards

B8.3.1 All non-major awards, including minor awards, supplemental and special purpose awards are made without classification.

B8.3.2 All awards other than research degrees, minor awards, and supplemental awards shall be classified. However, in exceptional cases, where it is not feasible to classify, an award may be issued as an unclassified award.

B8.3.3 Special purpose awards which have a volume of at least 60 credits and are comparable to a major award (at the same NFQ level) may be classified in accordance with the convention for relevant major award otherwise awards of this type shall be unclassified.

B9 Additional Awards at the same NFQ Level

B9.1 A candidate with prior <u>accredited</u> learning may present for a further award at the same NFQ Level within a generic discipline area provided that the candidate undertakes a different area of specialisation than that of the award they already hold.

If the area of specialisation of the second award is not substantially different and/or if the associated credit is insufficient for the granting of a new major award, the applicant may be granted a minor, special purpose or supplemental award or a Single Subject Certificate.

The following table sets out the minimum volume of newly certified learning required of a candidate seeking to qualify for an additional major award *at the same level* within the same generic area of study.

Award currently held	Additional award sought	Post-award credit for newly certified learning
Higher Certificate	Higher Certificate	A minimum of 60 credits at level 6
Ordinary Bachelor Degree	Ordinary Bachelor Degree	A minimum of 60 credits at level 7
Honours Bachelor Degree	Honours Bachelor Degree	A minimum of 120 credits at least 60 of which are at level 8.
Master's Degree	Master's Degree	A complete programme

B9.2 A candidate with prior <u>unaccredited</u> learning may seek exemptions in respect of modules on an accredited programme of learning that they wish to undertake, following Institute procedures for the recognition of prior learning. Where such exemptions have been granted, the candidate is required to:

1) undertake a minimum of 60 credits at the NFQ Level of the award being sought, and

2) achieve a minimum of a Pass result in respect of all the remaining requirements of the Programme in accordance with the Approved Programme Schedule.

B9.3 In principle, exemptions are permitted at any stage of a programme subject to the relevant programme and constituent module assessment strategies.

B9.4   The result for candidates who demonstrate the required learning through prior learning is returned as "Exemption Granted". In the case of prior-certified learning, the candidate is not granted any ECTS credit because credit has already been granted in the prior qualification.

B9.5   Where the result of the module is required for calculation of an award classification a fair, consistent and transparent process for grading the candidate's achievements in respect of the exempted module's learning outcomes will be established. Where this is not possible, the award can only be recommended without classification.

B10   Qualifier Examinations

B10.1 A candidate who has not achieved the necessary classification or overall award mark to be eligible to progress onto a higher Level is normally permitted to take Qualifier examinations.

B10.2 Such examinations comprise only the final written assessment for each of the modules that the candidate did not achieve the overall award mark required for progression. The Progression and Award Board will consider the average mark achieved across all the modules taken for the qualifier examinations.

B10.3 The results from the qualifier examination are not entered into the student record and the award classification already attained remains unchanged.

B10.4 A candidate is permitted only one attempt at qualifier examinations for the purposes of meeting the progression requirements.

B11   Repeat

B11.1 All repeats should be capped at the pass mark for the module. The actual result for the module that is repeated must be recorded by the lecturer and entered on the broadsheet. The capping at the pass mark will be done in the examination board, with the reason for the cap recorded on the broadsheet by the Chair.
Where a student is not eligible to repeat for honours, the GPA achieved as a result of the repeat examinations is recorded and not the original GPA.

B12   Repeat for Honours

B12.1
A student in an award stage, who does not pass all modules, will be permitted to repeat the failed module(s) and retain an honours award classification subject to the following conditions:

- the honours classification can be obtained following one (only) further opportunity to repeat the failed module/s.
- the total failed elements (excluding deferrals) should not exceed 10 credits over the academic year.
- There are no credits outstanding from a previous academic year

The actual result for the module that is repeated must be recorded by the lecturer and entered on the broadsheet. As with all repeated modules, the marks awarded for this repeat failed module/s attempt will be capped at the pass mark for the module. The capping will be completed in the examination board with the reason for the cap recorded by the Chair. As the final GPA will not yet be calculated the exam board Chair will note on the broadsheet that the award will be in line with the final calculated GPA.

B13   Aegrotat and Posthumous Awards

B13.1 Aegrotat Award

B13.1.2   In circumstances relating to assessment for an award where the Board of Examiners has insufficient evidence to determine a Candidate's performance but is satisfied that, but for illness or other valid cause, the Candidate would have achieved the required standard, the Board of Examiners may recommend that an unclassified award be made.

B13.1.3   Prior to making a recommendation of such an Aegrotat award the Vice President Academic Affairs and Registrar shall establish that the Candidate has agreed to accept such an award.

B13.1.4   A Candidate who accepts an Aegrotat award waives the entitlement to be reassessed.

B13.1.5   A Candidate who elects to be reassessed rather than accept an Aegrotat a ward shall waive the entitlement to such an award.

B13.2 Posthumous Award

B13.2.1   In the event of the untimely death of a fully registered student attending the award stage of their programme of study, an award may be conferred posthumously, where the Institute considers such an award to be appropriate.