

# Resits, Repeats and Advice

Each resitting student will have different requirements. Resits are out of synch with the regular offer and many are due in periods when tutors are on annual leave

Resits present challenges in:

- Setting
- Communicating
- Submitting
- Marking
- Reporting
- Providing feedback

## Appeals

**Grounds that will be considered:**

- there has been an arithmetical or other factual error in the results published by the University;
- there were mitigating circumstances where for good reason the academic body was not made aware of the significant factor relating to the assessment of a student when it made its original decision and there is independent evidence to show compelling reasons why the University was not made aware of these in a timely manner;
- **there were defects or irregularities in the conduct of the assessment or in written instructions or in advice relating thereto, where there is a prima facie case that such defects, irregularities or advice could have had an adverse effect on the student's performance. → This is where issues with resits often appear**

**Grounds that will not be considered:**

- disagreement with the academic judgment of the examiners;
- The retrospective reporting of extenuating personal circumstances that might have been reasonably made known at the time;
- lack of awareness of the relevant University procedures or regulations;

## The official notification of results

### Example:



Cyf/Ref: [REDACTED]  
Rhif Myfyriwr/Student Code: [REDACTED]

Dyddiad/Date: 24/06/2024  
Blwyddyn Academaidd/Academic Year: 23/24

Annwyl/Dear [REDACTED],

Ystyriwyd eich canlyniadau mewn Bwrdd Arholi a gyfarfu'n ddiweddar. Penderfyniad y Bwrdd oedd bod rhaid i chi:

Your results were considered at a recent meeting of the Examining Board. The decision of the Board was that you must:

Ail-eistedd cydran 1 o ACHA5009 yn ystod y cyfnod arholiadau sydd yn dechrau ar 22/07/2024 (Dim Cosb)

Resit component 1 of ACHA5009 during the exam period commencing 22/07/2024 (No Penalty)

Ail-weithio cydran 2 o ACHA5009 (Ymgais Olaf) erbyn 21/07/2024

Rework component 2 of ACHA5009 (Final Attempt) by 21/07/2024

Ail-weithio cydran 2 o ACHA5011 erbyn 21/07/2024

Rework component 2 of ACHA5011 by 21/07/2024

Ail-eistedd cydran 2 o ACHA5010 yn ystod y cyfnod arholiadau sydd yn dechrau ar 22/07/2024

Resit component 2 of ACHA5010 during the exam period commencing 22/07/2024

I'ch helpu i reoli eich llwyth gwaith, caiff penderfyniadau ailasesu ar gyfer unrhyw fodylau eraill a fethwyd nad ydynt wedi'u nodi uchod, eu hystyried mewn cyfarfod o'r Bwrdd Arholi yn y dyfodol.

To help you manage your workload, re-assessment decisions for any other failed modules that have not been identified above will be considered at a future Examining Board meeting.

### Note:

- Is sent to the student university email after the exam board at set dates
- Does contain specific information on reassessments needed
- Students are referred to Moodle and the Programme Manager for further information

## Example of Programme Manager's Communication

Dear XXX,

I am writing in my capacity as [programme manager for BA ABC / assessment officer for ABC] to update you about the outcome of the end-of-year exam board, which convened [last Thursday (23 June)]. You

will have received official notification of the exam board outcome from Registry, but I am writing to give you the particulars of your resit(s). That way, you can get to work on the outstanding coursework ASAP.

As you'll be aware, there are several gaps in your profile which mean you are currently unable to complete [Level 7] due to having failed several modules. The exam board outcome was to offer you the following resits:

- XXXX7001 Component 1 5,000 word essay (capped final attempt, maximum marks 50).
- XXXX7003 Component 2 2,500 word essay (capped final attempt, maximum marks 50).

The deadline for submission of resits will be [15 August]. Submission will be through the respective module page on Moodle.

Regards,

[Programme Manager / Assessment Officer]

## Information about resits

1. It is crucial that we can track what the University has done
2. Information on contact and information given, copies of emails, etc, needs to be easily available
3. Need for shared access so a query doesn't go unanswered because one person is on leave
4. Links and instructions need to be available on Moodle
5. If students should not submit through Moodle, Moodle should still have explicit instructions on submission!
6. Prepare to respond to queries

## What about pre-notification?

1. Highlight that results are preliminary until confirmed by an examination board. Remember: Marks do change in moderation
2. Do not pre-empt the exam board: final decisions on retrieval can only be made based on the whole profile
3. Give interim advice only – be particularly careful around condonement and ECs

## Condonement Regulations (UG BA)

(AQH 6.5.3.3. 4) Failed modules with a total credit value of up to and including 20 will be condoned at each level of study subject to satisfying the following conditions. Condonement is only permissible for the purposes of progression or award. Failed credits cannot be condoned unless the student has attained a minimum of 100 credits at that level of study.

Failed modules can only be condoned provided:

- they are not core modules for the student's programme of study;
- Student has achieved a module mark of at least 30%
- Condonement decisions ONLY possible at the end of level
- Condonement decisions ONLY possible if student has another 100 credits...

**NOTE:**

AQH 6.5.3.4.5 d) In determining whether a student should be re-assessed in some or all failed assessment components, the Examining Board should consider the student's **overall** profile and the possibility of condonement and/or conditional progression.

## Common Issues

Lack of clarity how EC decisions are implemented depending on overall profile

AQH 6.5.3.4.5e: [w]here a student has failed modules worth more than 60 notional credits, the student will normally be required to **repeat** the failed modules

It is hugely helpful to highlight the role of the Exam Board in delivering EC outcomes during the year:

Mitigating Circumstances Policy 13.23: The relevant Examining Board will normally determine the appropriate **timeline** for the implementation of the extenuating circumstances decision.

## End-of-year or resit board?

### Decisions at the end of a level:

- 20 credits outstanding: condonement or conditional progression?
- 60 credits or fewer outstanding: Reassessment in next appropriate assessment period
  - Resit board: Repeat failed modules with attendance
- 60 credits or more outstanding: Repeat failed modules
- If ALL modules failed: repeat level

## But I want to resit!

Student will often say this, as there are other issues to consider for them:

- Time to completion
- Cost to completion

### Do not encourage students to take this route: it puts them at a disadvantage

If they do it anyway, e.g. by submitting outstanding tasks, please consult with AO  
(aocases@uwtsd.ac.uk)

## PM To-do List

- Marking: monitor out-of-synch submissions, esp. after resit board gone
- Reporting: don't sit on marks – report them if we have agreed to accept submission
- Supplementary results if you can't add it on MyTSD yet – before student's earlier mark confirmed by the board
- Late results or change of results if the student's earlier mark has already been through exam board
- Double-check student is enrolling at the right level

## Contacting the Academic Office

Quick queries: we love Teams

### **Two shared email inboxes:**

[AOCases@uwtsd.ac.uk](mailto:AOCases@uwtsd.ac.uk) – general queries about process or explanations of regulations, extenuating circumstances, interruptions

[SECases@uwtsd.ac.uk](mailto:SECases@uwtsd.ac.uk) – used for in-house communications about student cases and for messages to/from students already in a process