

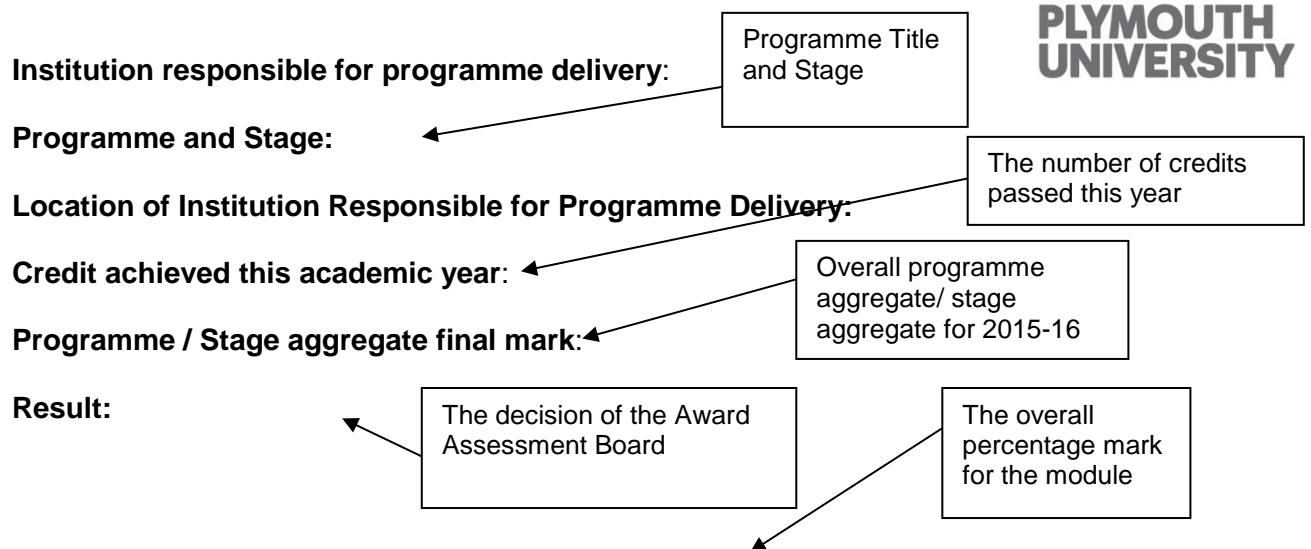
Important Information Regarding Your Assessment Results

Useful Contact for Queries:

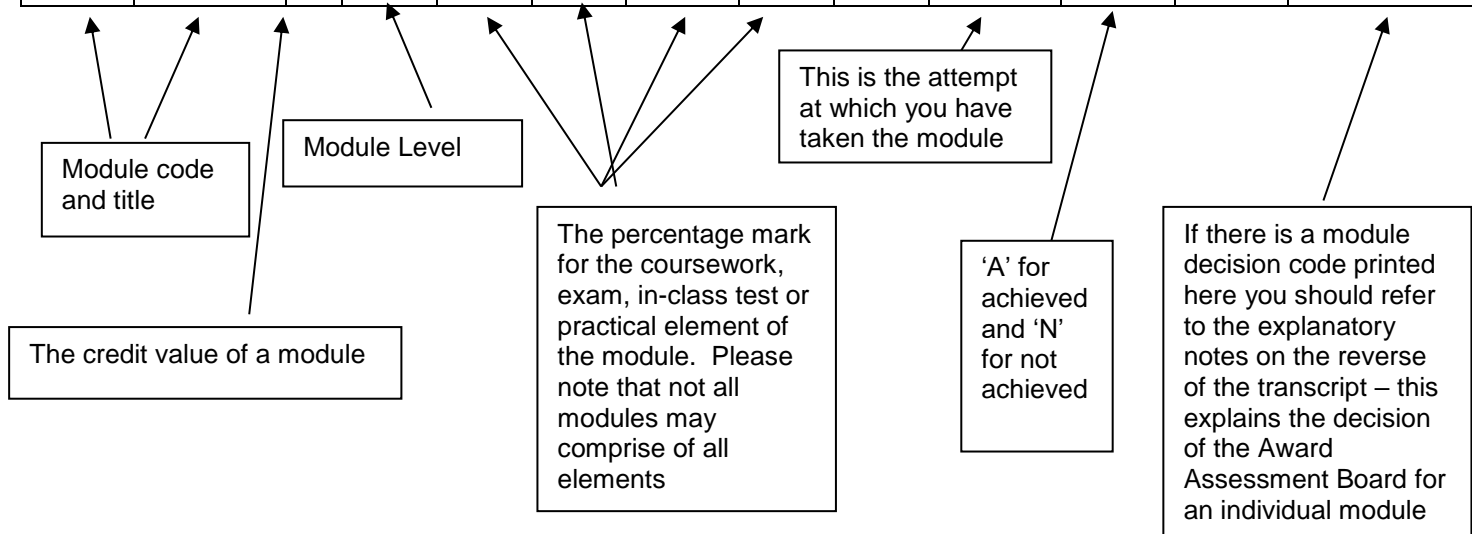
Dr Fotios Moustakis - Tel: 44+ (0)1752-585575 -
fotios.moustakis@plymouth.ac.uk



An Explanation of a Sample Transcript



PU Module Code	Module Title	Cr	Level	CW mark %	Exam mark %	Prac Mark %	In-Class Test %	Mod Mark %	Attempt	Result	Grade (HNC/ HND only)	Module Decision



If you have any queries or if you require this in a larger print, please contact Kirsty Taylor – 01752 587519 or email kirsty.taylor@plymouth.ac.uk

Assessment Results

Enclosed is your Transcript of Results for your programme of study showing your assessment results and the marks you have achieved. You will note from your transcript that you have interrupted your studies this academic year and HNDC will contact you in due course regarding enrolment for the new academic year. The following information has been prepared to help explain your assessment results.

Plymouth University Academic Regulations

- You are reminded that the University Academic Regulations are available under Rules and Regulations on the University website <https://www.plymouth.ac.uk/student-life/academic-regulations> .
- Your marks have been confirmed by a Subject Assessment Panel in the presence of Internal and External Examiners.
- The decision on progression and awards is taken by an Award Assessment Board. The constitution of the Award Assessment Board includes a representative from Plymouth University, a representative from each contributing Subject Assessment Panel (or nominee) and the Award External Examiner.
- All elements taken at the second or third attempt will be capped at the pass mark, normally 40%. If due to extenuating circumstances the Award Assessment Board decided you could repeat the module as if for the first time, you will receive the actual mark achieved.

Your Transcript

- Your transcript details all the marks achieved during this academic year. The result column indicates A for achieved (pass) and 'N' for not achieved (fail).
- Please see the reverse of the transcript for a list of module decisions and what they mean.
- Please carefully check the code in the result column against any 'N' not achieved modules. The 'F' codes on the reverse of your transcript will tell you the form of repeat you are required to undertake when you resume your studies.
- You will see from your transcript that the Award Assessment Board decision is that you must **repeat** the modules indicated on your transcript when you resume your studies. This means you cannot progress to the next stage of your programme, or in the case of a final stage student, cannot graduate this

year. Instead you must remain on the same stage during the academic year in which you return and repeat the not achieved modules in their entirety.

- Please note that you are allowed a maximum of three attempts at each module. If you repeat an alternative module the number of attempts at the original module will count towards the maximum number of attempts at the alternative module.

If you think an error has occurred in relation to the transcription of marks (e.g. the wrong mark has been entered on your transcript) you should raise the matter directly with Dr Fotios Moustakis whose contact details are listed on the front of this sheet. You will need to state clearly the module code and mark which is being queried and include any evidence to support the claim.

Extenuating Circumstances

- If you have submitted valid extenuating circumstances during the year then these will have been considered by the Award Assessment Board.
- The Award Assessment Board can only consider the marks available to it – it cannot alter marks or award marks for work which you have not done. It will therefore have considered your extenuating circumstances and taken them into account in the following way;
 - If you submitted work late and the mark has been allowed to stand, then allowance has already been made for these circumstances.
 - If you missed an assessment because of valid extenuating circumstances, you may be given an opportunity to retake the assessment as if for the first time (or second/third time in the case of extenuating circumstances affecting a referral or repeat).

Appeals

- If you wish to appeal against your results you can obtain the form to register an appeal and details of the procedure from the student portal <https://www.plymouth.ac.uk/student-life/academic-regulations>
- You are reminded that the University may only accept an appeal against a decision of the Award Assessment Board where a student can produce evidence that;
 - Assessments were not conducted in accordance with current Assessment Regulations.
 - Some other demonstrable material irregularity related to assessment has occurred.

- You should be aware that the University will not normally accept appeals on the following grounds;
 - Appeals against academic or professional judgement e.g. disappointment in your final or module results.
 - Retrospective extenuating circumstances are not normally accepted unless there were the most exceptional reasons for not submitting at the appropriate time.
- If you wish to appeal against decisions made by the Summer Award Assessment Board held in June/ July the appeal **must** be received no later than 12th August 2020.
- Please remember that it is your responsibility to make sure you meet these deadlines.

Informing us of your Intentions and Enrolment

- If you are undertaking less than 120 credits you will be registered as a part-time student on a full time programme next year.
- We would advise you to discuss your options with a member of academic staff before making a decision.