

The University of Mancheste

Campus Solutions
Student Records – Quick Guide

Mitigating Circumstances Recommendations – Exam Board Notes

Student Records
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Version: 2.0

Student Records Quick Guide Mitigating Circumstances Recommendations – Exam Board Notes

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Introduction

This guide is designed to specifically illustrate the use of Exam Board Notes (EBNs) that represent standard Mitigating Circumstances Recommendations regarding coursework and assessments. You may already have an understanding or appreciation of the business processes and requirements behind applying these – and, with this in mind, you should use these Exam Board Notes as you deem appropriate, so as to correspond with those processes and requirements.

These are defined in Campus Solutions as follows:

Course	Coursework (including dissertations)*		
CS Code	Description	Detail*	
MC1	C1 Mit Circs Recommendation	Coursework to be submitted as a first attempt (deferral) in the next possible reassessment period appropriate to the programme.	
MC2	C2 Mit Circs Recommendation	Coursework to be submitted as a reassessment (referral) in the next possible reassessment period appropriate to the programme.	
MC3	C3 Mit Circs Recommendation	A reasonable extension to coursework to be granted within an assessment period (new deadline will need to be stated). This would include the removal of any late submission penalties imposed.	
MC4	C4 Mit Circs Recommendation	Exclude the coursework assessment mark(s) from the calculation of the unit average if the coursework constitutes 30% or less of the unit assessment.	
MC5	C5 Mit Circs Recommendation	Student to sit paper copy version of the eLearning assessment at a date set by the Mitigating Circumstances Panel.	
MC6	C6 Mit Circs Recommendation	Student to sit using an alternative assessment method, to be agreed with the unit co-ordinator, either as a referral or deferral, but the assessment must meet the same intended learning outcomes (ILOs) as the original.	
MC7	C7 Mit Circs Recommendation	Exclude the coursework assessment mark(s) from the calculation of the unit average if the coursework constitutes 30% or less of the unit assessment.	

	Assessments (where resit opportunities exist e.g. at level 4 and 5 and programmes with PSRB requirements)*			
CS	Description	Detail*		
Code				
MA1	A1 Mit Circs Recommendation	If affected assessment(s) have been passed at first attempt, but the student has significantly underperformed in relation to other assessments, the assessment(s) may be taken as a first attempt (deferral) in the next possible assessment period.		
MA2	A2 Mit Circs Recommendation	If affected reassessment(s) have been passed, but the student has significantly underperformed in relation to other assessments, the assessment(s) may be taken as a reassessment (referral) in the next possible assessment		

		period.		
	Assessments ([including coursework] where resit opportunities do not exist e.g. at level 6 or 7 for Integrated Masters)*			
CS Code	Description	Detail*		
MA3	A3 Mit Circs Recommendation	If affected assessment(s) or reassessment(s) have been passed, the results of the affected assessments may be excluded from the degree classification calculation if there is evidence of underperformance compared to unaffected assessments/units.		
MA4	A4 Mit Circs Recommendation	If assessment(s) have been failed or missed, they may be taken as a first attempt (deferral) in the next possible reassessment period.		
MA5	A5 Mit Circs Recommendation	If reassessment(s) have been failed or missed, they may be taken as a reassessment (referral) in the next possible reassessment period. (When making this recommendation, the Mitigating Circumstances Panel/Exam Board should consider the required workload.)		
MA6	A6 Mit Circs Recommendation	In exceptional circumstances, only if it is determined that more evidence (e.g., other assessment results) is required to conduct a result comparison, it could be recommended that the mitigation is carried forward to be evaluated in a future year/Examination Board.		
MA7	A7 Mit Circs Recommendation	Where there is sufficient evidence of attainment, exclude the assessment mark(s) from the calculation of the unit average if the assessment(s) for which mitigation applies does not exceed 50% of the unit assessment.		
MA8	A8 Mit Circs Recommendation	If there is evidence of underperformance compared to unaffected units, disregard the affected unit(s) from the degree classification calculation (to a limit of 45 credits for the academic year).		
MA9	A9 Mit Circs Recommendation	Extend the limit of the boundary zone for students falling between degree classifications at final classification stage by a maximum of 2%. The Mitigating Circumstances Panel will determine the extent of this depending on their assessment of evidence relating to severity, duration, timing and impact of the mitigating circumstances.		
MA0	A10 Mit Circs Recommendation	In exceptional circumstances for scenarios not addressed in a recommendation above, a Mitigating Circumstances Panel may make an alternative recommendation considered to be reasonable; however, an explanation of the reasons must be fully documented.		

^{*} from TLSO's renamed document Mitigating Circumstances Procedures (previously Mitigating Circumstances Panels: Terms of Reference):

http://documents.manchester.ac.uk/display.aspx?DocID=23163

Student System Office Quick Guide Mitigating Circumstances Recommendations – Exam Board Notes

These particular EBNs are to be used to record that a recommendation has been made, and they are applied against individual course units (some Schools have previously used the EBN's SR1-9 to represent some of the above recommendations – these can be replaced with the more specific notes above).

It is important to appreciate that they can be recorded in two distinct places:

- Gradebook against individual constituent assessment / assignment items for a course unit
- Student Term Record against the course unit as a whole (normally recorded in an exam grid, or directly in Records and Enrollment > Student Term Information > Exam Board Notes)**
- ** The above EBNs, however, DO NOT replace the final Resit EBNs (A1/A2 & R1 / R2), that are used against course units in the Student Term Record (often applied via an exam grid) these must still be used in the system to allow for later creation of Resit Exam Grids; and are also used by the Examinations Office to determine resit requirements.

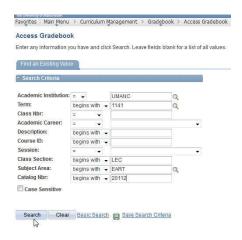
Where appropriate, A1/A2 & R1/R2 should always be the **last** EBN applied against a course unit on the term record.

It would entirely depend on your standard usage / preference in your School as to where (i.e. in Gradebook and/or Student Term Record – the distinction is important) and when (e.g. perhaps before a final exam board) you apply these mitigating circumstances recommendation notes.

Recording an EBN - Gradebook

This is where you would be recording a relevant note against an individual assignment / assessment item (not for the course unit as a whole).

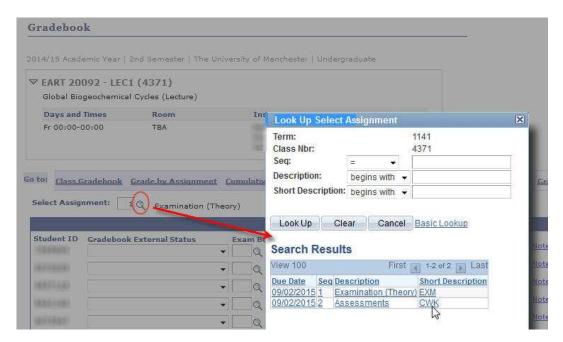
 Navigate to Curriculum Management > Gradebook > Access Gradebook and search for your course unit (namely, the graded component class).



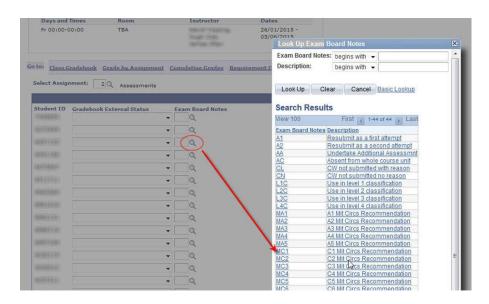
2. Go the **Gradebook Notes** tab.



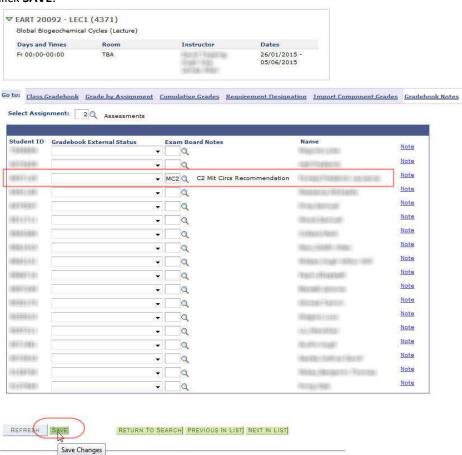
3. At **Select Assignment** pick the assessment or coursework item that you want to apply the EBN against.



4. Click on the **Exam Board Notes** look up for the appropriate student and select the relevant FBN



5. Click SAVE.

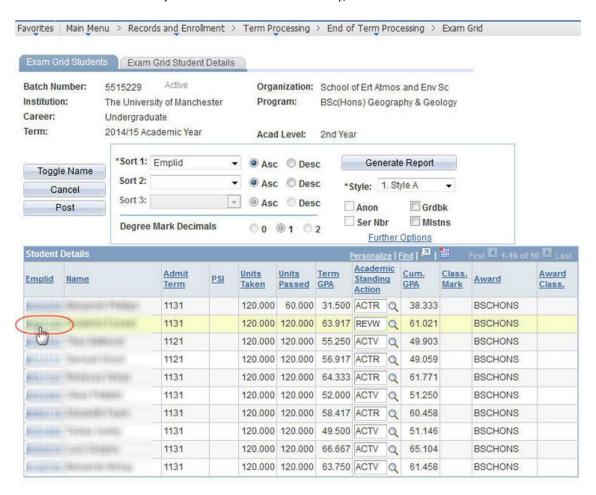


Recording an EBN - Student Term Record

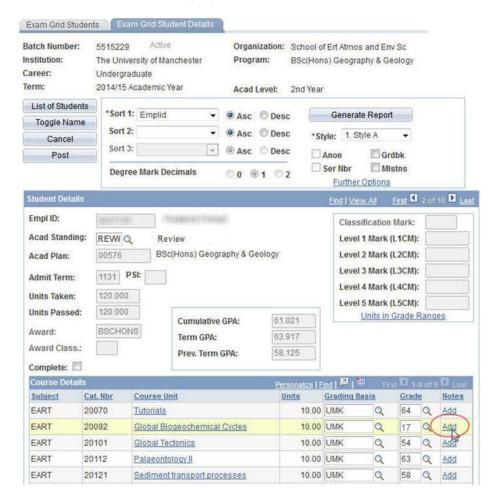
Here, any recorded Exam Board Notes relate to the course unit as a whole (not the individual assignment / assessment items).

Using an Exam Grid

1. Create and access your Exam Grid in the usual way, and click on the student ID.



2. Click the **Add** link next to the appropriate course unit.



Click the look up at Exam Board Notes and select the appropriate EBN (you may also use the free text Comments field if you so wish).



4. Click OK.



5. Once the Exam Grid is posted to the Student Term Record, the EBN will be recorded against the student's appropriate course unit.

Remember, that these EBNs, however, DO NOT replace the final Resit EBNs (A1/A2 & R1 / R2), that are used against course units in the Student Term Record (often applied via an exam grid) – these must still be used in the system to allow for later creation of Resit Exam Grids; and are also used by the Examinations Office to determine resit requirements.

Where appropriate, A1/A2 & R1/R2 should always be the **last** EBN applied against a course unit on the term record

6. Therefore, you can add another EBN such as an R2 (via an Exam Grid produced at a later date), by clicking the existing note.



7. And clicking Add Exam Board Note*.

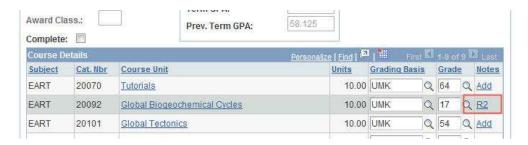


^{*} this button is only available from the day after any previous EBN has been added.

8. The previous EBN will be duplicated; you need to overwrite this with your new EBN (observe the 1 of 2 etc. to indicate there are historical EBNs). Click **OK**.

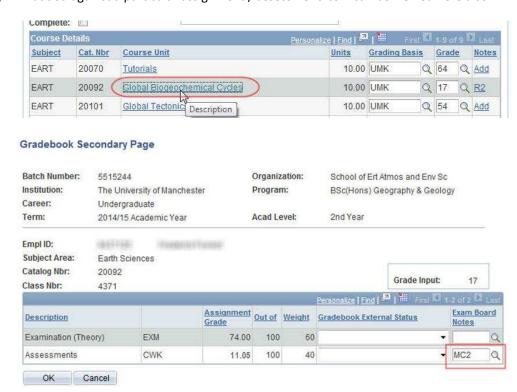


9. The new EBN will now show in the grid.



Viewing EBN's added in Gradebook via an Exam Grid

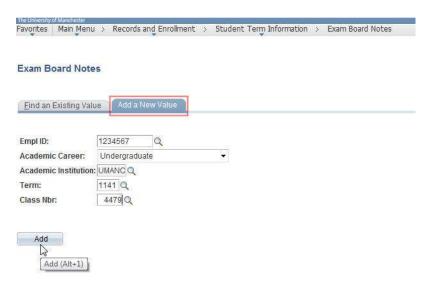
Gradebook information can always be accessed within an Exam Grid by clicking the course unit title. Any EBN added against a particular assignment / assessment item can be viewed here also.



Using Exam Board Notes directly

Alternatively, you can add Exam Board Notes directly into the student term record (rather than use an Exam Grid – remember, an Exam Grid is a convenient collection of processes in one place, which can be performed in individual areas throughout Campus Solutions). This is done by student ID and course unit

Navigate to Records and Enrollment > Student Term Information > Exam Board Notes.
 Click Add a New Value. Enter Empl ID, Academic Career, Academic Institution, Term, and Class Nbr (if required, you can use the look up here to search for Class Nbr; or, alternatively, you can reference the Class Nbr from the Enrollment Summary screen).



2. Enter your EBN code (or click the look up) and click **SAVE**.

