

Campus Solutions
Student Records – Quick Guide

Mitigating Circumstances Recommendations
– Exam Board Notes

Student Records
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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:

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 Code	Description	Detail*
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>

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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).

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

Access Gradebook

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution: = UMANC

Term: begins with 1141

Class Nbr: =

Academic Career: =

Description: begins with

Course ID: begins with

Session: =

Class Section: begins with LEC

Subject Area: begins with EART

Catalog Nbr: begins with 20112

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

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

Go to: [Class Gradebook](#) [Grade by Assignment](#) [Cumulative Grades](#) [Requirement Designation](#) [Import Component Grades](#) **[Gradebook Notes](#)**

Select Assignment: [icon] [icon]

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

Gradebook

2014/15 Academic Year | 2nd Semester | The University of Manchester | Undergraduate

▼ EART 20092 - LEC1 (4371)

Global Biogeochemical Cycles (Lecture)

Days and Times: Fr 00:00-00:00 Room: TBA

Go to: [Class Gradebook](#) [Grade by Assignment](#) [Cumulative](#)

Select Assignment: [icon] Examination (Theory)

Look Up Select Assignment

Term: 1141

Class Nbr: 4371

Seq: =

Description: begins with

Short Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-2 of 2 Last

Due Date	Seq	Description	Short Description
09/02/2015	1	Examination (Theory)	EXM
09/02/2015	2	Assessments	CWK

Mitigating Circumstances Recommendations – Exam Board Notes

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

Days and Times
Fr 00:00-00:00

Room
TBA

Instructor
David Topping
David Topping
David Topping

Dates
26/01/2015 -
05/06/2015

Go to: [Class Gradebook](#) [Grade by Assignment](#) [Cumulative Grades](#) [Requirement](#)

Select Assignment: Assessments

Student ID	Gradebook External Status	Exam Board Notes
00000000	<input type="checkbox"/>	<input type="text"/>
00000001	<input type="checkbox"/>	<input type="text"/>
00000002	<input type="checkbox"/>	<input type="text"/>
00000003	<input type="checkbox"/>	<input type="text"/>
00000004	<input type="checkbox"/>	<input type="text"/>
00000005	<input type="checkbox"/>	<input type="text"/>
00000006	<input type="checkbox"/>	<input type="text"/>
00000007	<input type="checkbox"/>	<input type="text"/>
00000008	<input type="checkbox"/>	<input type="text"/>
00000009	<input type="checkbox"/>	<input type="text"/>
00000010	<input type="checkbox"/>	<input type="text"/>
00000011	<input type="checkbox"/>	<input type="text"/>
00000012	<input type="checkbox"/>	<input type="text"/>
00000013	<input type="checkbox"/>	<input type="text"/>
00000014	<input type="checkbox"/>	<input type="text"/>
00000015	<input type="checkbox"/>	<input type="text"/>
00000016	<input type="checkbox"/>	<input type="text"/>
00000017	<input type="checkbox"/>	<input type="text"/>
00000018	<input type="checkbox"/>	<input type="text"/>
00000019	<input type="checkbox"/>	<input type="text"/>
00000020	<input type="checkbox"/>	<input type="text"/>

Look Up Exam Board Notes

Exam Board Notes:

Description:

Search Results

View 100 First 1-44 of 44 Last

Exam Board Notes	Description
A1	Resubmit as a first attempt
A2	Resubmit as a second attempt
AA	Undertake Additional Assessment
AG	Absent from whole course unit
CL	CW not submitted with reason
CN	CW not submitted no reason
L1C	Use in level 1 classification
L2C	Use in level 2 classification
L3C	Use in level 3 classification
L4C	Use in level 4 classification
MA1	A1 Mit Circs Recommendation
MA2	A2 Mit Circs Recommendation
MA3	A3 Mit Circs Recommendation
MA4	A4 Mit Circs Recommendation
MA5	A5 Mit Circs Recommendation
MC1	C1 Mit Circs Recommendation
MC2	C2 Mit Circs Recommendation
MC3	C3 Mit Circs Recommendation
MC4	C4 Mit Circs Recommendation
MC5	C5 Mit Circs Recommendation
MC6	C6 Mit Circs Recommendation

5. Click **SAVE**.

[illegible]

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.

Navigation: Favorites | Main Menu > Records and Enrollment > Term Processing > End of Term Processing > Exam Grid

Exam Grid Students | Exam Grid Student Details

Batch Number: 5515229 Active Organization: School of Ert Atmos and Env Sc
 Institution: The University of Manchester Program: BSc(Hons) Geography & Geology
 Career: Undergraduate
 Term: 2014/15 Academic Year Acad Level: 2nd Year

Buttons: Toggle Name, Cancel, Post

Sort Options:
 *Sort 1: Emplid [v] [Asc] [Desc] [Generate Report]
 Sort 2: [v] [Asc] [Desc]
 Sort 3: [v] [Asc] [Desc]
 Degree Mark Decimals: [0] [1] [2]
 *Style: 1. Style A [v]
☐ Anon ☐ Grdbk
☐ Ser Nbr ☐ Mlstns
[Further Options](#)

Emplid	Name	Admit Term	PSI	Units Taken	Units Passed	Term GPA	Academic Standing Action	Cum. GPA	Class. Mark	Award	Award Class.
[Link]	[Name]	1131		120.000	60.000	31.500	ACTR [Q]	38.333		BSCHONS	
[Link]	[Name]	1131		120.000	120.000	63.917	REVIEW [Q]	61.021		BSCHONS	
[Link]	[Name]	1121		120.000	120.000	55.250	ACTV [Q]	49.903		BSCHONS	
[Link]	[Name]	1121		120.000	120.000	56.917	ACTR [Q]	49.059		BSCHONS	
[Link]	[Name]	1131		120.000	120.000	64.333	ACTR [Q]	61.771		BSCHONS	
[Link]	[Name]	1131		120.000	120.000	52.000	ACTV [Q]	51.250		BSCHONS	
[Link]	[Name]	1131		120.000	120.000	58.417	ACTR [Q]	60.458		BSCHONS	
[Link]	[Name]	1131		120.000	120.000	49.500	ACTV [Q]	51.146		BSCHONS	
[Link]	[Name]	1131		120.000	120.000	66.667	ACTV [Q]	65.104		BSCHONS	
[Link]	[Name]	1131		120.000	120.000	63.750	ACTV [Q]	61.458		BSCHONS	

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

Exam Grid Students | **Exam Grid Student Details**

Batch Number: 5515229 Active Organization: School of Ert Atmos and Env Sc
 Institution: The University of Manchester Program: BSc(Hons) Geography & Geology
 Career: Undergraduate
 Term: 2014/15 Academic Year Acad Level: 2nd Year

List of Students | Toggle Name | Cancel | Post

*Sort 1: Emplid Asc Desc
 Sort 2: Asc Desc
 Sort 3: Asc Desc
 Degree Mark Decimals 0 1 2

Generate Report
 *Style: 1. Style A
☐ Anon ☐ Grdbk
☐ Ser Nbr ☐ Mistns
[Further Options](#)

Student Details Find | View All First 2 of 10 Last

Empl ID: [REDACTED] Feedback/Report
 Acad Standing: REW Review
 Acad Plan: 00576 BSc(Hons) Geography & Geology
 Admit Term: 1131 PSI: [REDACTED]
 Units Taken: 120.000
 Units Passed: 120.000
 Award: BSCHONS
 Award Class.: [REDACTED]
 Complete: ☐

Classification Mark: [REDACTED]
 Level 1 Mark (L1CM): [REDACTED]
 Level 2 Mark (L2CM): [REDACTED]
 Level 3 Mark (L3CM): [REDACTED]
 Level 4 Mark (L4CM): [REDACTED]
 Level 5 Mark (L5CM): [REDACTED]
[Units in Grade Ranges](#)

Cumulative GPA: 61.021
 Term GPA: 63.917
 Prev. Term GPA: 58.125

Course Details Personalize Find 1 of 9 Last

Subject	Cat. Nbr	Course Unit	Units	Grading Basis	Grade	Notes
EART	20070	Tutorials	10.00	UMK	64	Add
EART	20092	Global Biogeochemical Cycles	10.00	UMK	17	Add
EART	20101	Global Tectonics	10.00	UMK	54	Add
EART	20112	Palaeontology II	10.00	UMK	63	Add
EART	20121	Sediment transport processes	10.00	UMK	58	Add

- 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).

Exam Board Notes

Batch Number: 5515229 Organization: School of Ert Atmos and Env Sc
 Institution: The University of Manchester Program: BSc(Hons) Geography & Geology
 Career: Undergraduate
 Term: 2014/15 Academic Year Acad Level: 2nd Year

Empl ID: [REDACTED] Feedback/Report
 Subject Area: Earth Sciences
 Catalog Nbr: 20092
 Class Nbr: 4371

Exam Board Notes Find | View All First 1 of 1 Last

Eff Date: 16/09/2015 *Exam Board Notes: [REDACTED]
 Comments: [REDACTED]
 Add Exam Board Note

OK Cancel

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Mitigating Circumstances Recommendations – Exam Board Notes

4. Click OK.

Class Nbr: 4371

Exam Board Notes

Find | View All | First | 1 of 1 | Last

Eff Date: 16/09/2015 *Exam Board Notes: MC2 C2 Mit Circs Recommendation

Comments: any comments here

Add Exam Board Note

OK Cancel

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.

Complete: ☐ Prev. Term GPA: 58.125

Subject	Cat. Nbr	Course Unit	Units	Grading Basis	Grade	Notes
EART	20070	Tutorials	10.00	UMK	64	Add
EART	20092	Global Biogeochemical Cycles	10.00	UMK	17	MC2
EART	20101	Global Tectonics	10.00	UMK	54	Add

View/Add Exam Board Note

7. And clicking **Add Exam Board Note***.

Subject Area: Earth Sciences

Catalog Nbr: 20092

Class Nbr: 4371

Exam Board Notes

Find | View All | First | 1 of 1 | Last

Eff Date: 16/09/2015 *Exam Board Notes: MC2 C2 Mit Circs Recommendation

Comments: any comments here

Add Exam Board Note

OK Cancel

Exam Board Notes

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

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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**.

Subject Area: Earth Sciences
Catalog Nbr: 20092
Class Nbr: 4371

Exam Board Notes Find | View All First 1 of 2 Last

Eff Date: 17/09/2015 *Exam Board Notes: R2 Resit as a second attempt

Comments: overall resit note

Add Exam Board Note

OK Cancel

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

Award Class.: Prev. Term GPA: 58.125

Complete: ☐

Subject	Cat. Nbr	Course Unit	Units	Grading Basis	Grade	Notes
EART	20070	Tutorials	10.00	UMK	64	Add
EART	20092	Global Biogeochemical Cycles	10.00	UMK	17	R2
EART	20101	Global Tectonics	10.00	UMK	54	Add

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.

Complete: ☐

Subject	Cat. Nbr	Course Unit	Units	Grading Basis	Grade	Notes
EART	20070	Tutorials	10.00	UMK	64	Add
EART	20092	Global Biogeochemical Cycles	10.00	UMK	17	R2
EART	20101	Global Tectonics	10.00	UMK	54	Add

Gradebook Secondary Page

Batch Number: 5515244 Organization: School of Earth Atmos and Env Sc
Institution: The University of Manchester Program: BSc(Hons) Geography & Geology
Career: Undergraduate
Term: 2014/15 Academic Year Acad Level: 2nd Year

Empl ID: Subject Area: Earth Sciences
Catalog Nbr: 20092
Class Nbr: 4371

Grade Input: 17

Description	Assignment Grade	Out of	Weight	Gradebook External Status	Exam Board Notes
Examination (Theory)	EXM	74.00	100	60	
Assessments	CWK	11.05	100	40	MC2

OK Cancel

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.

1. 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**.