

## Special Considerations – Codes and Guidance

Outcome	Outcome Description	Action	Description	Guidance
<b>The codes below relate to circumstances where the request for special considerations is not accepted:</b>				
RZ	Grounds provided are not accepted in line with policy	1	No further action	This outcome should be used when the circumstances outlined in the application are not accepted, as they are not in line with the Special Considerations policy e.g., on holiday, paid work, poor time management, IT issues.
RY	Insufficient supporting information is presented	1	No further action	Student has been given the opportunity to provide information to support their request but has not done so. <i>Please note:</i> Students should not be asked to provide Death Certificates in the event of a bereavement. If the student circumstances are not in line with policy <i>and</i> they have provided insufficient supporting evidence, please use code RZ1.
RX	Case has been resolved by other mitigations	1	No further action	This code is used to indicate that no further action is being taken on a case as mitigation has already taken place, e.g., granted extension
<b>The codes below relate to cases where the grounds have been accepted but no action is taken:</b>				
NA	Grounds accepted, but the mark will have no impact on progression or award	1	No further action	This code should be used when there is an impact on the students' marks but the student is in Part 1 of an undergraduate programme and they have passed the module (possibly by compensation) so this will not affect progression or their overall award classification.
NB	Grounds accepted, but marks profile provides insufficient evidence to conclude that performance was impacted	1	No further action	Marks in affected assessments are in-line with the student's overall performance. Therefore, no further action.
NC	Sufficient grounds to show that performance has been affected but not to such an extent to affect the award outcome	1	No further action	Sufficient grounds for believing performance had been adversely affected but it was not to such an extent as to have materially affected the award classification. This should only be used for final Board of the programme, when the full marks profile is available to determine classification.

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### These codes relate to circumstances where you postpone a decision to the end of the academic year / student's programme of study:

Both of the outcome codes below are **interim** codes only – and **MUST** be replaced with an alternative outcome at the end of the academic year / programme.

LA	Marks profile for the year needs to be considered for the impact to be assessed	2	Carry forward the decision to the Board at the end of the academic year	Review the student's case at the Semester 2 Board to judge impact on the full year's marks profile. This code should only be used in Semester 1 where the Board wishes to refer the case to the Semester 2 Board.
LB	Circumstances will be reconsidered when determining the final degree classification	3	Carry forward the decision to the final Board prior to award	This should only be used as a very last resort. Please remember that using this code in non-finalist year of study, means that the opportunity to be re-assessed has been lost and the only options available to the Board would be to disregard the module when calculating the award or take no action.

Outcome Code	Outcome Description	Action	Description	Guidance
<b>The codes below should be considered first when choosing to act on a case:</b>				
A	There are sufficient grounds for believing that the candidate's performance in the relevant assessment(s) had been adversely affected.	4	Grant an extension	The circumstances outlined show that the student will be unable to submit to the published deadline due to circumstances outside their control.
A	There are sufficient grounds for believing that the candidate's performance in the relevant assessment(s) had been adversely affected.	5	Remove late submission penalty	The circumstances outlined show that the student submitted late due to circumstances outside their control.

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<b>Continued: The codes below should be considered first when choosing to act on a case:</b>				
A	There are sufficient grounds for believing that the candidate's performance in the relevant assessment(s) had been adversely affected.	6	Disregard a 1st attempt and allow an additional attempt, under the same conditions.	<p>Additional attempt must be in line with the standard progression regulations i.e., allowing another first attempt means the student retains the right of referral and repeat.</p> <p>This code should be used when the student was unable to attend the assessment, when the student has failed the first attempt, or when the student has passed but the mark is significantly lower than their typical performance in that Part.</p> <p>If the above is not the case, you should consider one of the below options:</p> <ul style="list-style-type: none"> <li>• If there is good evidence that the student's mark is similar to their typical performance in that Part, NB1 is more appropriate.</li> <li>• If the student's performance has been affected but the mark is not significantly lower than their typical performance in that Part, you should use code A7.</li> <li>• If the student is passing into a Repeat Year due to academic failure on other modules, you should use code A8.</li> </ul>
A	There are sufficient grounds for believing that the candidate's performance in the relevant assessment(s) had been adversely affected.	7	Remove the capping in a referral	<p>Unlike A6, this outcome does not disregard the first attempt. The student would be allowed to undertake the referral arrangements, but the mark would not be capped.</p> <p>This should be used when the student has passed the module at the first attempt, despite their personal circumstances, and their mark is not significantly lower than their typical performance in that Part. The student may be allowed to reattempt the assessment for an uncapped mark but is not allowed an additional attempt. This would be under referral conditions so the student should be counselled that failing the module would lead to a repeat year. They should also be counselled that their mark could reduce.</p>

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<b>Continued: The codes below should be considered first when choosing to act on a case:</b>				
A	There are sufficient grounds for believing that the candidate's performance in the relevant assessment(s) had been adversely affected.	8	Remove capping in a repeat year.	<p>This code should be used when a student would usually meet the conditions for an A6, i.e. disregard of a 1<sup>st</sup> attempt in a particular module(s), but is moving into a repeat year due to academic failure in other modules, not covered by Special Considerations.</p> <p>The standard progression regulations apply meaning the student is in a repeat condition on all modules and has no further attempts.</p> <p>However, in the module covered by Special Consideration, the capping should be removed.</p>
A	There are sufficient grounds for believing that the candidate's performance in the relevant assessment(s) had been adversely affected.	9	Disregard a referral attempt and allow an additional referral to attempt in the next academic year, under the same conditions	<p>This code should be used when a student when a referral attempt has been impacted and the student will be undertaking a new referral attempt in the next academic year.</p> <p>This could be for the following reasons:</p> <ul style="list-style-type: none"> <li>• The student has suspended for a year and will need to return for the supplementary period the following academic year in order to undertake assessments.</li> <li>• Or it could be that the mark achieved would not affect progression (i.e., a compensatable fail) and an additional attempt can be completed the following year.</li> </ul>
A	There are sufficient grounds for believing that the candidate's performance in the relevant assessment(s) had been adversely affected.	10	Disregard a referral attempt and allow the student to retain the right of referral in a repeat.	<p><u>This outcome should only be used by the Supplementary Board.</u></p> <p>This code should be used when a student is progressing into a repeat year based on the performance in other modules. However, their referral attempt in the affected module was significantly impacted. The code is used when the Board wishes the student to retain the right of referral as their previous referral attempt has been disregarded.</p> <p>If a student is in a Repeat position in June due to academic failure in modules not covered by Special Consideration, the Board can use A6 to allow the</p>

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				<p>student to repair their standing on the modules where there is an accepted special consideration.</p> <p>Students should only be allowed to carry a referral attempt into a repeat year, if the student undertook or was due to undertake supplementary assessment(s) and this was impacted by circumstances outside of their control</p>
A	There are sufficient grounds for believing that the candidate's performance in the relevant assessment(s) had been adversely affected.	11	Disregard a repeat attempt and allow an additional attempt, under the same conditions.	Additional attempt must be in line with the standard progression regulations e.g., another repeat attempt means the students' marks will be capped and this will be their final attempt.

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<b>If codes A4 to A11 are not appropriate, then consider the codes below when taking action on a case:</b>				
A	There are sufficient grounds for believing that the candidate's performance in the relevant assessment(s) had been adversely affected.	12	Recommend a different form of re-assessment if the same or equivalent is NO LONGER POSSIBLE	<p>Must ONLY be used as a last resort</p> <p>An example may be related to field trips, where it is not possible to arrange for the student to repeat the trip so a different method for testing the learning outcomes is designed.</p> <p>This is NOT about varying the timing of an assessment only the nature/assessment type. If you vary the timing of the assessment to suit the student's circumstances, you should still use AH codes above.</p>
A	There are sufficient grounds for believing that the candidate's performance in the relevant assessment(s) had been adversely affected.	13	Disregard marks for specific module/s when calculating the degree classifications	<p>Should only be used when no other option is possible, e.g., if you have allocated an LB3 and deferred the decision to the point of award and this module has affected the classification.</p> <p>Can NOT be used if the assessment tests one or more of the Programme Learning Outcomes not assessed elsewhere.</p>
A	There are sufficient grounds for believing that the candidate's performance in the relevant assessment(s) had been adversely affected.	14	Disregard an element of a module assessment	<p>This relates to cases where you exclude a component or sub-component mark, when calculating the overall module mark.</p> <p>Should be used when no other option is possible, e.g., when the assessment affected is part of a range of assessments which carry minimal weighting in the overall module mark and no further assessment opportunities exist. For example, one component is assessed via 10 weekly problem sheets and 1 is adversely affected, and the component mark will be calculated from 9 problem sheets instead of 10.</p> <p>Must never be used if the assessment tests one or more of the Programme Learning Outcomes which is not assessed and passed elsewhere.</p>