Code of Practice for Assessment and Academic-related Matters 2023-24

YORK ST JOHN UNIVERSITY — Est. 1841

Section 60 Appendices

60.1 Appendix A – Assessment and module grade annotators

Scheme A (compensation)

Grade	Description
A	Achieving (Mind the Gap marking scheme only)
A?	Academic misconduct found on an attempt – passed resit – any other assessment resits checked to determine if credit can be awarded – grade then changed immediately to AZ (with credit) or AF (no credit) (holding grade)
AC	Academic misconduct found on an attempt – failure compensated
AF	Academic misconduct found on an attempt – failed resit
AH	Academic misconduct found on an attempt – awaiting the academic misconduct result (holding grade)
AP	Academic misconduct found on an attempt – passed resit – assessment component capped at pass mark
AR	Academic misconduct found – resit required
AS	Academic misconduct found – further resit permitted by Appeals and Conduct Committee
AT	Academic misconduct found on an attempt – failed resit where the penalty pass for credit only (mark of zero for the module)
AX	Academic misconduct found – penalty termination of enrolment
AY	Academic misconduct found – penalty pass for credit only (mark of zero for the assessment)
AZ	Academic misconduct found – penalty pass for credit only (mark for the module is zero or below the pass mark)
DF	Deferred
E	Excelling (Mind the Gap marking scheme only)
EX	Assessment component excluded
F	Fail – no further resit opportunities
FG	Fail for pass/fail assessment component – applies when this was the only failed component at first attempt (assessment grade annotator only)
FH	Holding grade – pending decision to offer resit for ITE placement (module grade)
FI	Failed placement, taking ILU as a resit, entered for first attempt to force capped resit on ILU
FR	Repeating failed module internally in following year for capped mark – payment required for repeat
FX	Fail at first attempt – no resit permitted
H	Suspected academic misconduct (for any case which will involve a formal investigation)
L	Late submission – submitted more than 24 hours late but within 5 working days
L5	Late submission – submitted within 1 hour – penalty applied
LK	Late submission – submitted within 1 hour – pending penalty being applied
LC	Late submission – submitted within 24 hours – penalty applied
LD	Late submission – submitted within 24 hours – pending penalty being applied

NA	Not assessed
NG	Non-submission for pass/fail component when resitting for uncapped module mark (associated with RG)
NS	Non-submission
P	Pass
PC	Pass through compensation
QF	Qualified fail
R	Resit
R3	Resit permitted at third attempt (Law only)
RA	Resit permitted at third attempt following successful appeal or SCP case
RX	Resit permitted at third attempt for progression
RG	Resit permitted for pass/fail assessment component for uncapped module mark – only applies at first attempt, where all other assessments were passed and the pass/fail assessment was the only failure
RH	Holding grade – pending decision to offer resit for ITE placement (assessment grade)
V	Attempt voided, assessment to be attempted again, no repeat teaching
VN	Repeating module internally in following year for uncapped mark – no payment for repeat
VP	Repeating module internally in following year for uncapped mark – payment required for repeat
WF	Withdrawn – failed after attempting module's final assessment
WN	Withdrawn – failed after not attempting module's final assessment

Scheme B (condonement)

Grade	Description
DF	Deferred
DD	Defer Resit, repeating module internally in following year – payment required for repeat
DR	Defer Resit, repeating module internally in following year – no payment for repeat
F	Fail at first attempt
F3	Exceptional third attempt
FC	Fail Carried
FR	Fail, repeating module internally in the following year
FW	Fail Withdrawn
H	Suspected plagiarism (for any case which will involve a formal investigation)
L	Late submission – submitted more than 24 hours late but within 5 working days
LC	Late submission – submitted within 24 hours – penalty applied
LD	Late submission – submitted within 24 hours – pending penalty being applied
NR	Non-Submission Resit, repeating module internally in following year
NS	Non-Submission (including absence from examination)
NW	Non-Submission (withdrawn)
P	Pass
PL	Plagiarism carried
PR	Plagiarised work but student has yet to resubmit with a penalty
QF	Qualified Fail
X2	Failed at second attempt
X3	Failed at third attempt - likely to have their enrolment terminated if student has other failures
Z	Non-serious attempt

0X	Failed at second attempt – both first and reassessment attempts non-submissions – will lead to termination of enrolment

60.2   Appendix B – Progress codes

Code	Description
AWD	Awarded intended award
AWD-C	Awarded intended award through compensation in final year
AWD-C-NOEPA	Awarded intended award through compensation in final year but EPA not yet complete (Degree apprenticeship students)
AWD-CRED	Awarded intended transcript award
AWD-LOW	Awarded lower exit award with a different award name, failed intended award
AWD-LOW-QTS	Awarded lower exit award with QTS (ProfGCert), failed intended award
AWD-NOEPA	Awarded intended academic award but EPA not yet complete (Degree apprenticeship students)
AWD-ORD	Awarded Bachelors Ordinary lower exit award
AWD-QTS	Awarded intended award with QTS
CHECK?	Holding outcome – check record for errors
CHECK-AM	Holding outcome – check outcome of academic misconduct investigation
CHECK-CREDIT	Holding outcome – check as has insufficient or excessive credit
CHECK-CREDL4	Holding outcome – insufficient L4 credit – RPL to be checked
CHECK-CREDL5	Holding outcome – insufficient L5 credit – RPL to be checked
CHECK-ENROL	Holding outcome – check enrolment status
CHECK-GRADE	Holding outcome – check for anomalous grades
CHECK-LD	Holding outcome – check and update LD grades
CHECK-MARK	Holding outcome – check for missing mark
CHECK-RH	Holding outcome – check outcome of ITE placement resit decision
COMP?	Holding outcome – can progress or be awarded through compensation, compensation to be actioned
ENFORCEDSS	Enforced suspension (midyear)
ENFORCEDSS2	Enforced suspension (end of year)
ENROL-C	Administrative re-enrolment for change in academic year – student set to current, does not re-enrol
ENROL-PN	Administrative re-enrolment for change in academic year – student needs to re-enrol for next year
ENROL-SX	Administrative re-enrolment for change in academic year – student needs to be set to SX status for next year
FAIL-TRAN	Failed level progression and eligible to transfer to a different programme (no change of programme form required) (end of year)
FAIL-TRAN2	Failed level progression and eligible to transfer to a different programme (no change of programme form required) (midyear)
FAIL-TRAN?	Holding outcome – failed level progression and eligible to transfer to a different programme (no change of programme form required)
FAIL-TRAN-L	Did not meet the progression requirement to study abroad, and will be transferred to a different programme without study abroad for the following year (no change of programme form required)

FAIL-TRAN-L?	Holding outcome - did not meet the progression requirement to study abroad, and will be transferred to a different programme without study abroad for the following year (no change of programme form required)
FAIL-TRAN-O	Holding outcome pending student decision - failed level progression but and eligible to transfer to a different programme (no change of programme form required) OR restart Level 4
FAIL-TRAN-O5	Holding outcomes pending student decision – failed level 5 progression but eligible either transfer to Level 6 of a different programme or study the failed L5 modules part-time the following year
HELD	Holding outcome – do not progress or award while issue investigated
HELD-STUDYAB	Holding outcome – awaiting results from study abroad host institution
LATEMOD	Progression pending – outstanding late module result
MIDLEVEL	Mid-level continuation of study, mid academic year – no outstanding results
MIDLEVEL-AUG	Mid-level continuation of study, module results to be presented at August SAB
MIDLEVEL-CX	Student resitting placement or client work only during following year
MIDLEVEL-JUL	Mid-level continuation of study, module results to be presented next at July SAB
MIDLEVEL-L8	Mid-level in taught stage of Professional Doctorate, mid academic year – no outstanding results
MIDLEVEL-NY	Mid-level continuation of study, end of academic year, needs to re-enrol for next year – no outstanding results
MIDLEVEL-NYC	Mid-level continuation of study, end of academic year, does not need to re-enrol for next year (set to current) – no outstanding results
NEXT-AUG	Next module will go to August SAB (Admin use only)
NEXT-SCE-C	No results at this time (usually for use for programmes starting in summer term), does not need to re-enrol for next year (set to current)
NEXT-SCE-PN	No results at this time (usually for use for programmes starting in summer term), need to re-enrol for next year
NOAWARD	No award, attempted some assessment (freestanding students only)
PROG	Progress to next level (undergraduate students)
PROG2	Progress to next level (undergraduate students in October), previously conditional progression
PROG2-C	Progress to next level through compensation (undergraduate students in October), previously conditional progression
PROG2-L8	Progress to next level (L8 postgraduate students in October), previously conditional progression
PROG-AT3	Third attempt resit with conditional progression to next level (L3-L5 undergraduate students)
PROG-AT3-T	Third attempt resit with conditional progression to next level with a change of programme (L3-L5 undergraduate students)
PROG-AT3?	Holding outcome - Third attempt resit and conditionally progress to next level (L3-L5 undergraduate students)
PROG-C	Progress to next level through compensation (undergraduate students)
PROG-CAP	Progress to Capstone Project (postgraduate RKC students only)
PROG-CAP-MID	Progress to Capstone Project mid academic year (postgraduate RKC students only)
PROG-CAP-REM	Progress to Capstone Project with resit outstanding mid academic year (postgraduate RKC students only)
PROG-CAP-RES	Progress to Capstone Project with resit outstanding (postgraduate RKC students only)
PROG-CL4DA **PROG-CL5DA**	Progress - passed L4 through compensation (Degree Apprenticeships) Progress - passed L5 through compensation (Degree Apprenticeships)
PROG-CL4DA2	Progress - passed L4 through compensation mid academic year (Degree Apprenticeships)

PROG-CL5DA2	Progress - passed L5 through compensation mid academic year (Degree Apprenticeships)
PROG-CL4DARE **PROG-CL5DARE**	Progress - passed L4 through compensation has L5 resit/deferral (Degree Apprenticeships) Progress - passed L5 through compensation has L6 resit/deferral (Degree Apprenticeships)
PROG-CL4DAR2 **PROG-CL5DAR2**	Progress - passed L4 through compensation has L5 resit/deferral mid academic year (Degree Apprenticeships) Progress - passed L5 through compensation has L6 resit/deferral mid academic year (Degree Apprenticeships)
PROG-COND	Conditionally progress to next level (undergraduate students)
PROG-COND-L8	Conditionally progress to next year of the Doctorate of Counselling Psychology programme
PROG-COND-T	Conditionally progress to next level with change of programme, outstanding assessment(s) must be passed (undergraduate students)
PROG-C-SS	Progress to next level through compensation, and will suspend studies for remainder of the current year
PROG-C-SX	Progress to next level through compensation while externally resitting (undergraduate students), to re-enrol for next level at start of next academic year
PROG-C-T	Transfer to a new programme and progress to next level through compensation (undergraduate students)
PROG-CT-AUTO	Transfer to a new programme and progress through compensation to next level (automatic, as no Change of Programme form required)
PROG-DOC	Progress to Stage 2 of the Professional Doctorate programme, does not need to re-enrol
PROG-DOC2	Progress to Stage 2 of the Professional Doctorate programme, needs to re-enrol
PROG-L4DA **PROG-L5DA**	Progress - passed L4 (Degree Apprenticeships) Progress - passed L5 (Degree Apprenticeships)
PROG-L4DA2 **PROG-L5DA2**	Progress - passed L4 mid academic year (Degree Apprenticeships) Progress - passed L5 mid academic year (Degree Apprenticeships)
PROG-L4DA-RE **PROG-L5DA-RE**	Progress - passed L4 has L5 resit/deferral (Degree Apprenticeships) Progress - passed L5 has L6 resit/deferral (Degree Apprenticeships)
PROG-L4DA-R2 **PROG-L5DA-R2**	Progress - passed L4 has L5 resit/deferral mid academic year (Degree Apprenticeships) Progress - passed L5 has L6 resit/deferral mid academic year (Degree Apprenticeships)
PROG-L8	Progress to the next year of the Doctorate of Counselling Psychology programme
PROG-R	Passed current level of programme and is transferring to restart on different programme, awarded exit award (undergraduate students only)
PROG-RKC	Progress from RKC taster module and transfer to full MBA programme in June/July
PROG-RKC-MID	Progress from RKC taster module and transfer to full MBA programme midway through academic year
PROG-SS	Progress to next level, and will suspend studies for remainder of the current year
PROG-SX	Progress to next level while externally resitting (undergraduate students), to re-enrol for next level at start of next academic year
PROG-SX-L8	Passed L8 year while externally resitting (L8 postgraduate students), to re-enrol for next level at start of next academic year
PROG-T	Passed current level of programme and is to transfer to a new programme on the next level (Change of Programme form required)
PROG-T-AUTO	Passed current level of programme and is to transfer to a new programme on the next level (Change of Programme form not required)
RE-SIT	Resit – end of the level (non-finalist student)
RE-SIT-AT3	Third attempt resit – externally (non-finalist student – used in June)
RE-SIT-AT3-2	Third attempt resit – externally (non-finalist student – used in February/March)
RE-SIT-CX	Resit internally with no teaching – working with client/public during resit, set to CX status

RE-SIT-CX2	Resit internally with no teaching – working with client/public during resit, set to CX status mid-year
RE-SIT-EXSR	Resit – Externally at the end of programme – resits staggered (finalist)
RE-SIT-EXT	Resit – externally (non-finalist student)
RE-SIT-EXT2	Resit – externally (non-finalist student)
RE-SIT-EXTF	Resit – Externally at the end of programme (finalist)
RE-SIT-EXTF2	Resit – Externally at the end of programme (finalist)
RE-SIT-F	Resit – Externally at the end of programme (finalist)
RE-SIT-FSR	Resit – Externally at the end of programme – resits staggered (finalist)
RE-SIT-MID	Resit – mid-level and mid academic year
RE-SIT-NY	Resit – mid-level and must re-enrol for new academic year
RE-SIT-NYC	Resit – mid-level and does not re-enrol for new academic year
RE-SIT-TR	Resit – Resit required, but not met requirements to study abroad in following year, will be transferred to alternate programme following successful resit (no Change of Programme form required)
REPEAT	SCP/ACC decision – permitted to repeat level of the programme
REPEAT-PT	Permitted to repeat up to 40 credits part time next year to redeem progression failure (Level 4 and 5 only)
REPEAT-PT-O	Holding outcome pending student decision – offered repeat part time study
REPEAT-PTR-O	Holding outcome pending student decision – offered repeat part time study OR restart
REPEAT-PTMD1	Permitted to repeat up to 40 credits part time in semester 2 of current year to redeem progression failure (Level 4 and 5 only) (previously external resit)
REPEAT-PTMD2	Permitted to repeat up to 40 credits part time in semester 2 of current year to redeem progression failure (Level 4 and 5 only) (previously current)
REPEAT-PTS1	Permitted to repeat up to 40 credits part time in semester 2 of next year to redeem progression failure, will suspend studies in semester 1 (Level 4 and 5 only)
REPEAT-PTS2	Permitted to repeat up to 40 credits part time in semester 2 of next year to redeem progression failure, will suspend studies for remainder of current year (Level 4 and 5 only)
REPEAT-T	SCP/ACC decision – permitted to repeat level on a different programme
RESEARCH	Research student continuation of study
RESTART	Failed first year of programme – student accepted restart of programme (undergraduate students only)
RESTART-O	Holding outcome pending student decision - failed first year of programme, restart offered to student, awaiting decision (undergraduate students only)
RESTART-OS	Failed first year of programme, restart offered to student with suspension before restarting, awaiting decision (undergraduate students only)
RESTART-OT	Failed first year of programme, restart with change of programme offered to student, awaiting decision (undergraduate students only)
RESTART-S	Failed first year of programme – student accepted restart, and will suspend studies until return (undergraduate students only)
RESTART-T	Failed first year of programme – student accepted restart and will transfer programme and restart (undergraduate students only)
RESTART-T?	Holding outcome – failed first year of programme and student has submitted a change of programme form, student eligible to restart? (Undergraduate students only)
RESTART-TS	Failed first year of programme – student accepted restart and will suspend studies before transferring programme and restart (undergraduate students only)
RESTART?	Holding outcome – failed first year of programme, student eligible to restart? (Undergraduate students only)

SCP	Holding outcome - recommendation made to Special Cases Panel
SUS-CONTINUE	Suspended studies – continues into next academic year
SUS-HOLD	Suspended studies – holding code for processing for use at change of academic year
SUS-PART	Suspended studies – partner programmes - progress to next block following suspension
SUS-PROG	Suspended studies – progress to next block following suspension
SUS-REPEAT	Suspended studies – repeating block following return from suspension
SUS-REPEAT-T	Suspended studies – repeating block and transferring programme following return from suspension
SUS-REPEATPT	Suspended studies – repeating block as a part time student for progression following suspension
SUS-RESIT	Suspended studies – returned from suspension in July to complete outstanding resits in August. No teaching in this academic year
SUT-RESTART	Suspended studies – restarting studies following suspension
SUSPENDED	Suspended studies
TERM-CRED	Failed programme – enrolment terminated; student eligible for an award of credit only
TERM-CRED?	Holding outcome – enrolment terminated, student eligible for an award of credit only?
TERM-EXIT	Failed programme – enrolment terminated; student eligible for an exit award
TERM-EXIT?	Holding outcome – enrolment terminated with exit award?
TERM-FAIL	Failed programme – enrolment terminated; student not eligible for an exit award
TERM?	Holding outcome – enrolment terminated without exit award?
TRANSFERRED	Changed programme during the progression period
WDN	Withdrawn not eligible for exit award
WDN-CRED	Withdrawn with exit award of credit only
WDN-EXIT	Withdrawn with lower exit award

60.3   Appendix C – Record of updates to the Code

Greater detail of the annual update can be found in the accompanying briefing note published alongside the Code.

Section	Changes made	Date approved by QSC or AB	Notes
Various	Revisions of committee names	06/11/19 AB	
27.3.3	Update to the late submission penalty for pass/fail modules for the foundation year	27/11/19 AB	
Various	Revisions of references to Subject Director	22/01/20 QSC	
48	Inclusion of 'Scaling of Marks Policy'	07/04/20 Executive Board	
Various	Inclusion of 'Suspension of Study Policy' Inclusion of the 'Fitness to Study Policy' Inclusion of the compensation assessment model (Scheme A) Update to the 'Exams Policy' to include the evacuation procedures for exams Updated to the 'Exams Policy' to exclude watches in exam room Changes to the LSP extension process Updates to the 'Exceptional Circumstances Policy' to introduce self-certification evidence Updates to the 'Agreed Penalty Policy' Updates to the programme restart process Update to progression for pass/fail progression for Level 3 students	24/06/20 Academic Board	
29	'Anonymous Marking Policy' added	30/09/20 Academic Board	
35.4	Foundation year progression from Level 3 to Level 4	11/12/20 QSC	Applied to 2020-21 only
4.5.7	Update to 'RPL Policy' to include NMC requirements for Nursing programmes	19/04/21 QSC	
47.2.3 i	Update to External Examiner section to include NMC requirements for Nursing programmes	24/05/21 QSC	
Various	Updates to the award of Ordinary degree where there has been a transfer of external credit Inclusion of guidance for timed assessments Inclusion of guidance for IT problems affecting the whole cohort Updates to the 'Standards Review Policy' Updates to the 'Marking and Moderation Policy' to introduce the term 'internal moderator' Update to policy for the recommendation to restart a programme for Degree Apprenticeships students Updates to use 2 decimal places for classification level and an update to the undergraduate classification thresholds	23/06/21 Academic Board	

16	Updates to the Exceptional Circumstances Policy	19/08/21 Academic Board	
Various	'Parental Leave Policy' added Inclusion of guidance on the process to follow for examination paper errors and disruptions 'Illegible Examination Script Policy' added Updates to the 'Exceptional Circumstances Policy' Updates to the 'Academic Misconduct Policy' Updates to the 'Agreed Penalties Policy' Updates to the 'Feedback Policy' Removal of borderlines for postgraduate students commencing from September 2022 Updates to the 'External Examiner Policy' Updates to the 'Graduation Policy' Updates to the 'Appeals Policy'	29/06/22 Academic Board	
Various	Removal of reference to reassessment fees for taught modules	23/08/22 Executive Board	
4.5.8	Update to 'RPL Policy' to include RCOT requirements for the postgraduate Occupational Therapy programme	13/10/22 QSC	
11	Update to procedure for exam paper printing	18/10/22 Academic Registrar	
25.15.4	Update to the example of how academic misconduct penalties may be applied	21/12/22 QSC	
17	Update to the 'Exceptional Circumstances Policy'; for introduction in 2023/4	30/11/22 QSC	
31	Update to the 'Late Penalty Policy' structure; for introduction in 2023/4	15/02/23 QSC	
Various	Updates to the 'Module Enrolment and Changes Policy' Updates to the 'Suspension Policy' 'Apprenticeships Policy' added Updates to the 'Assessment Format Policy' Updates to the 'Reasonable Adjustment Policy' Updates to the 'Exceptional Circumstances Policy' Updates to the 'Academic Misconduct Policy' 'Student Attendance Policy' added 'Presumed Withdrawal Policy' added 'Support to Study Policy' replaces the 'Cases Consultation' and 'Standard Reviews' Policies Updates to the 'Late Submission Penalty Policy' Change to the undergraduate compensation range to 30-39 Updates in relation to qualifying marks Updates to undergraduate progression rules for compensation – introduction of third attempts for progression; introduction of part time study to retrieve progression failure; changes to restarts eligibility for undergraduates. Removal of borderlines for PGCE Updates to 'Graduation Policy'	28/06/23 Academic Board	
58	Updates to the 'Appeals Policy'	24/08/23 Academic Board	