Code of Practice for Assessment and Academic-related Matters 2025-26

Est. 1841 | **YORK ST JOHN UNIVERSITY**

Section 52 Appendices

52.1 Appendix A – Assessment and module grade annotators

✓ Indicates grades that can be used by academics entering marks. All other grades are for Assessment team use only.

Grade	Use	Description
A		Achieving (Mind the Gap marking scheme only)
AC		Academic misconduct found on an attempt – failure compensated at module level
AF		Academic misconduct found on an attempt – and the AM resit has been failed, or the module was failed overall following resits due to failures in other components
AH		Holding grade - Academic misconduct found on an attempt – awaiting the AM resit result
AP		Academic misconduct found on an attempt – AM resit now passed – module mark capped at pass mark and credit awarded if module passed overall
AR		Academic misconduct found at assessment level
AS		Academic misconduct found – further special AM resit attempt permitted by Appeals and Conduct Committee
AX		Academic misconduct found – sanction is an enforced withdrawal of enrolment. No further resit permitted.
D	✓	Distinction (PCDA EPA marking scheme only)
DF	✓	Deferred
E		Excelling (Mind the Gap marking scheme only)
EX		Assessment component excluded
F	✓	Fail – assessment Fail – module 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); applies to a small number of module assessments
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
FZ	✓	Fail – assessment only – incorrect submission or corrupted file given mark of zero
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
LK	✓	Late submission – submitted within 1 hour – raw mark pending sanction applied
LD	✓	Late submission – submitted between 1 to 24 hours – raw mark pending sanction applied

Grade	Use	Description
LZ	✓	Late submission – submitted/resubmitted and the sanction applied was the mark reduced to zero
NG	✓	Non-submission for pass/fail component when resitting for uncapped module mark (associated with RG); applies to a small number of module assessments
NS	✓	Non-submission
P	✓	Pass
PC		Pass through compensation
QF		Qualified fail at first attempt
R		Resit
R3		Resit permitted at third attempt
RA		Resit permitted at third attempt following successful appeal or SCP case
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)
RX		Resit permitted at third attempt for progression
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

52.2   Appendix B – Progress codes

Progress codes confirm the progression or award recommendation. These have various permutations to account for different groups of students, different points in the year, and different variations or decisions. For example, if an award is with or without compensation, or if a resit is internal or external. A guidance list is summarised below.

Relevant information is provided for students within the wording of their progression statement sent following the School Assessment Board.

Staff can view a full list of progress codes, including administrative codes, on the staff Intranet.

Code beginning	Description
AWD…	Award recommendation
FAIL…	Failed programme
LATEMOD	Progression pending – outstanding late module result (undergraduate students)
MIDLEVEL…	Mid-programme with no outstanding assessments
PROG…	Progress to next level (undergraduate students) or year/stage (postgraduate students)
PROG-AT3...	Third attempt resit with conditional progression to the next level (Level 3 to 5 undergraduate students)
PROG-COND	Conditionally progress to next level (undergraduate students)
RE-SIT…	Reassessment or deferral attempt outstanding
RE-SIT-AT3…	Permitted third attempt for up to 20 credits to redeem progression failure (Levels 3 to 5)
REPEAT-PT…	Permitted to repeat up to 40 credits part time next year to redeem progression failure (Level 4 and 5 only)
RESTART…	Failed either Level 3 or Level 4 of the programme and permitted to restart studies
SCP	Holding outcome - recommendation made to Special Cases Panel

52.3   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 Academic Board	
27.3.3	Update to the late submission penalty for pass/fail modules for the foundation year	27/11/19 Academic Board	
Various	Revisions of references to Subject Director	22/01/20 QSC	
48	Inclusion of 'Scaling of Marks Policy'	07/04/20 Executive Board	
Various	Refer to the accompanying '2020 Briefing Note' for details of the changes	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	Refer to the accompanying '2021 Briefing Note' for details of the changes	23/06/21 Academic Board	
16	Updates to the Exceptional Circumstances Policy	19/08/21 Academic Board	
Various	Refer to the accompanying '2022 Briefing Note' for details of the changes	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	Refer to the accompanying '2023 Briefing Note' for details of the changes	28/06/23 Academic Board	
58	Updates to the 'Appeals Policy'	24/08/23 Academic Board	

Section	Changes made	Date approved by QSC or AB	Notes
10.12.4	Section added to give clarity about use of presentations and performances as part of a portfolio	07/03/24 Academic Registrar	
Various	Refer to the accompanying '2024 Briefing Note' for details of the changes and terminology changes	26/06/24 Academic Board	
30.4.2	Removal of reference to double marking on a sample of assessed work	02/10/24 QSC	
36.10	Restart eligibility rule updated to state students who fail 60 credits at Level 4 (or 40 credits at L3) must have attempted one of the remaining assessments to be offered a restart.	11/11/24 Academic Board	
35.1 and 36.15	Updated to confirm all attempts must have been completed before compensation can be applied at the end of the level.	11/11/24 Academic Board	
Various	Refer to the accompanying '2025 Briefing Note' for details of the changes	25/06/25 Academic Board	
27	Updated to confirm the Panel can only agree sanctions that sit within the Policy, and the process for recommending alternative sanctions	01/09/2025 QSC	