

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
L5		Late submission – submitted within 1 hour – sanction applied by Assessment Team
LK	✓	Late submission – submitted within 1 hour – raw mark pending sanction being applied
LC		Late submission – submitted between 1 to 24 hours – sanction applied by Assessment Team

LD	✓	Late submission – submitted between 1 to 24 hours – raw mark pending sanction being applied
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

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-AT3?	Holding outcome – check if student eligible for a third attempt
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-DAPROG	Holding outcome – check degree apprenticeship student progression, L4 results still outstanding and commencing L6
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?	Holding outcome – Enforced withdrawal due to programme failure without exit award?
FAIL-CRED	Failed programme – Enforced withdrawal due to programme failure; student eligible for an award of credit only
FAIL-CRED?	Holding outcome – Enforced withdrawal due to programme failure, student eligible for an award of credit only?
FAIL-EXIT	Failed programme – Enforced withdrawal due to programme failure; student eligible for an exit award
FAIL-EXIT?	Holding outcome – Enforced withdrawal due to programme failure with exit award?
FAIL-FAIL	Failed programme – Enforced withdrawal due to programme failure; student not eligible for an exit award
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-CP	Failed level progression for current programme, conditional progression and transfer to exit programme to continue studies
FAIL-TRANCPO	Holding outcome – awaiting decision - failed level progression for current programme, conditional progression and transfer to exit programme to continue studies
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 programme on 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
FAIL-TRANRP1	Failed programme, but can transfer to the exit programme and repeat part-time (no suspension required)

FAIL-TRANRP2	Failed programme, but can transfer to the exit programme and repeat part-time (suspension required)
FAIL-TRANRP3	Failed programme, but can transfer to the exit programme and repeat part-time (student was externally resitting SX)
FAIL-TRANRPO	Holding outcome – offer to transfer to exit programme and repeat part-time
FAIL-TRAN-SS	Failed current programme's level, transferring to a new programme and suspending midyear
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-CX	Student resitting placement or client work only during following year
MIDLEVEL-CX2	Midlevel continuation on CX status
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
MIDLEVEL-SEP	Mid-level continuation of study, module results to be presented at September SAB
NEXT-SCE-C	No results at this time (usually for use for programmes starting in Semester 3), 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 Semester 3), need to re-enrol for next year
NEXT-SEP	Next module will go to September SAB (Admin use only)
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	Progress - passed L4 through compensation (Degree Apprenticeships)
PROG-CL5DA	Progress - passed L5 through compensation (Degree Apprenticeships)

PROG-CL4DA2 PROG-CL5DA2	Progress - passed L4 through compensation mid academic year (Degree Apprenticeships) 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-MIDPN	Special progression through compensation, mid-year after ACC decision
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-DOC3	Progress to Stage 2 of the Professional Doctorate programme, needs to re-enrol, previously SX
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-MIDPN	Special progression mid-year after ACC decision
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
REPEAT2	SCP/ACC decision – permitted to repeat level of the programme (used mid-year)
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 Level 4
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
RESEARCH-C RESEARCH-C2	Research student continuation of study – set to C on next SCE record
RESEARCH-PN	Research student continuation of study – set to PN on next SCE record, must re-enrol
RESEARCH-SX RESEARCH-SX2	Research student continuation of study – set to SX on next SCE record
RESEARCH-WU RESEARCH-WU2	Research student continuation of study – set to NWU on next SCE record

RESTART	Failed either Level 3 or Level 4 of the programme – student accepted programme restart on the same programme
RESTART-O	Holding outcome pending student decision - failed either Level 3 or Level 4 of programme. Programme restart offered to student, awaiting decision.
RESTART-OS	Holding outcome pending student decision - failed either Level 3 or Level 4 of the programme. Programme restart offered to student with suspension before restarting programme, awaiting decision.
RESTART-OT	Holding outcome pending student decision - failed either Level 3 or Level 4 of the programme. Programme restart with change of programme offered to student, awaiting decision.
RESTART-S	Failed either Level 3 or Level 4 of the programme – student accepted programme restart on same programme, and will suspend studies until return.
RESTART-T	Failed either Level 3 or Level 4 of the programme – student accepted programme restart and will transfer programme and restart on the new programme
RESTART-T?	Holding outcome – failed either Level 3 or Level 4 of the programme and student has submitted a change of programme form, check made to confirm if the student is eligible to restart on the new programme
RESTART-TS	Failed either Level 3 or Level 4 of the programme – student accepted programme restart and will suspend studies before transferring programme and restarting on the new programme
RESTART?	Holding outcome – failed first year of programme, checking at SAB if student eligible to restart programme
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-PROG-T	Suspended studies – progress to next block on new programme 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
SUS-RESTART	Suspended studies – restarting programme at either Level 3 or Level 4 following suspension
SUSPENDED	Suspended studies
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

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 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	<p>Inclusion of 'Suspension of Study Policy'</p> <p>Inclusion of the 'Fitness to Study Policy'</p> <p>Inclusion of the compensation assessment model (Scheme A)</p> <p>Update to the 'Exams Policy' to include the evacuation procedures for exams</p> <p>Updated to the 'Exams Policy' to exclude watches in exam room</p> <p>Changes to the LSP extension process</p> <p>Updates to the 'Exceptional Circumstances Policy' to introduce self-certification evidence</p> <p>Updates to the 'Agreed Penalty Policy'</p> <p>Updates to the programme restart process</p> <p>Update to progression for pass/fail progression for Level 3 students</p>	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	<p>Updates to the award of Ordinary degree where there has been a transfer of external credit</p> <p>Inclusion of guidance for timed assessments</p> <p>Inclusion of guidance for IT problems affecting the whole cohort</p> <p>Updates to the 'Standards Review Policy'</p> <p>Updates to the 'Marking and Moderation Policy' to introduce the term 'internal moderator'</p> <p>Update to policy for the recommendation to restart a programme for Degree Apprenticeships students</p> <p>Updates to use 2 decimal places for classification level and an update to the undergraduate classification thresholds</p>	23/06/21 Academic Board	
16	Updates to the Exceptional Circumstances Policy	19/08/21 Academic Board	
Various	<p>'Parental Leave Policy' added</p> <p>Inclusion of guidance on the process to follow for examination paper errors and disruptions</p> <p>'Illegible Examination Script Policy' added</p> <p>Updates to the 'Exceptional Circumstances Policy'</p> <p>Updates to the 'Academic Misconduct Policy'</p>	29/06/22 Academic Board	

	<p>Updates to the 'Agreed Penalties Policy'</p> <p>Updates to the 'Feedback Policy'</p> <p>Removal of borderlines for postgraduate students commencing from September 2022</p> <p>Updates to the 'External Examiner Policy'</p> <p>Updates to the 'Graduation Policy'</p> <p>Updates to the 'Appeals Policy'</p>		
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	<p>Updates to the 'Module Enrolment and Changes Policy'</p> <p>Updates to the 'Suspension Policy'</p> <p>'Apprenticeships Policy' added</p> <p>Updates to the 'Assessment Format Policy'</p> <p>Updates to the 'Reasonable Adjustment Policy'</p> <p>Updates to the 'Exceptional Circumstances Policy'</p> <p>Updates to the 'Academic Misconduct Policy'</p> <p>'Student Attendance Policy' added</p> <p>'Presumed Withdrawal Policy' added</p> <p>'Support to Study Policy' replaces the 'Cases Consultation' and 'Standard Reviews' Policies</p> <p>Updates to the 'Late Submission Penalty Policy'</p> <p>Change to the undergraduate compensation range to 30-39</p> <p>Updates in relation to qualifying marks</p> <p>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.</p> <p>Removal of borderlines for PGCE</p> <p>Updates to 'Graduation Policy'</p>	28/06/23 Academic Board	
58	Updates to the 'Appeals Policy'	24/08/23 Academic Board	
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 '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	
36.1 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	