

Discretionary Panel Guidance

Students must pass all of the modules in a given year before progressing to the next, and in modules with multiple assessment components that means passing each individual component independently. It is inevitable that some students will fail one or more components / modules, and hence need to resit.

Every student has the automatic right to resit each exam paper and / or resubmit each assignment on one occasion (the 2nd attempt). If a student fails on 2nd attempt then they must be awarded a Discretionary 3rd attempt in order to remain on the course. Discretionary attempts are offered to students who we think have demonstrated the potential to succeed if given another chance.

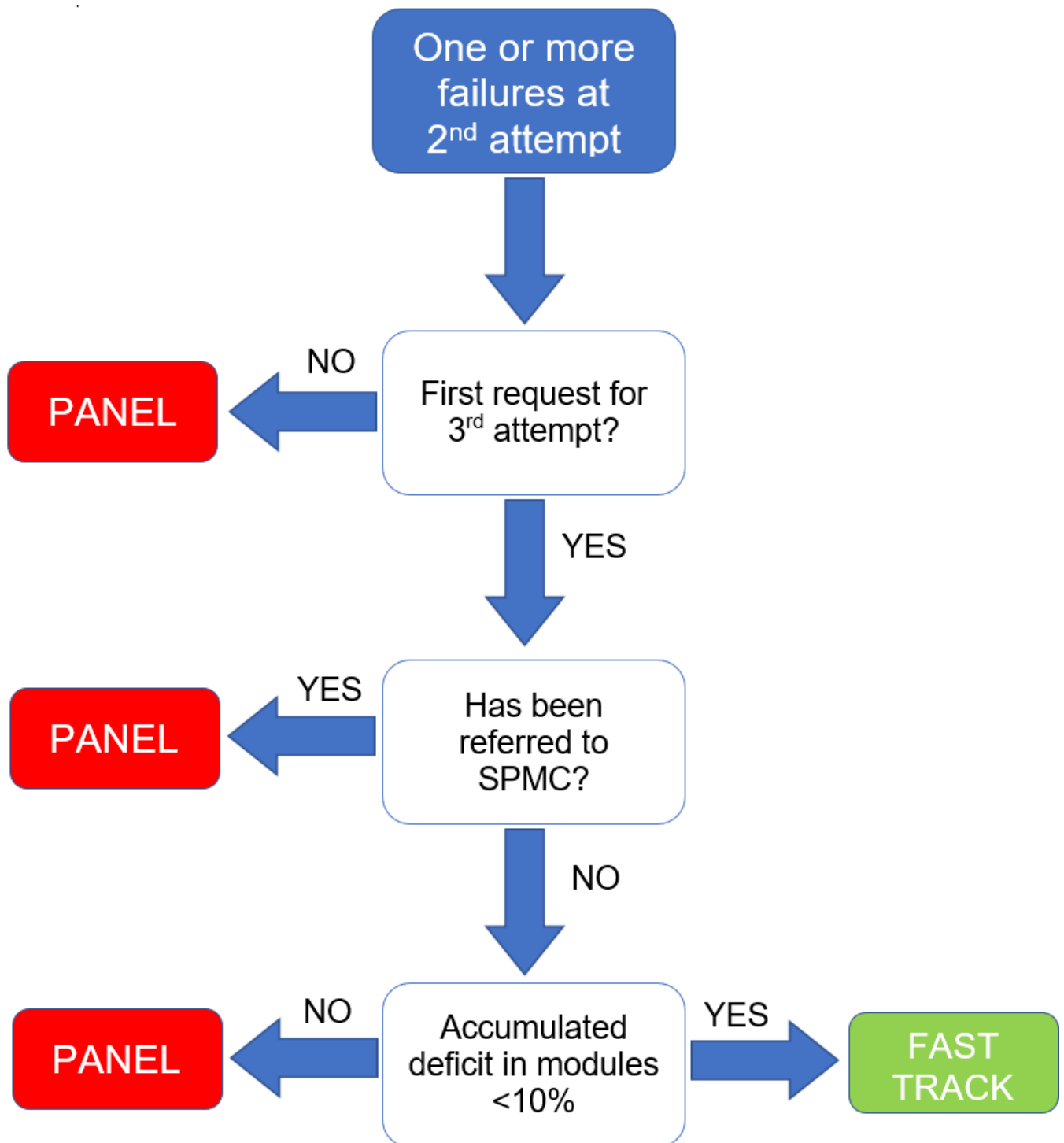
There are two routes to being offered a 3rd attempt. The default is that students must apply to a formal Discretionary Panel, offering a statement explaining any mitigating circumstances that may have contributed to their failure, and clear plans for preventing this situation from re-occurring. The panel considers all of the material that is available in a student's file, which may include exam results, prior notification of mitigating circumstances, reports from personal tutors, records of having accessed appropriate support facilities, records of personal and professional behaviour, etc.

However, students who meet the specific criteria laid out below will be awarded a Discretionary attempt automatically, without having to apply. This is the "fast-track procedure". The key rules are as follows.

A student will only be considered for fast track if:

- They have not previously needed a discretionary 3rd attempt at any assessment component
- AND**
- They have not been referred to the Student Progress Monitoring Committee.
- AND**
- The accumulated deficits from the failed modules (most recent attempt for each) is less than 10%.

The full decision-making process is as follows:



NB: The accumulated deficit will be the sum of the overall module marks, and not the sum of the module component marks.

Worked examples:

Student A has an overall year 1 mark just 1% below the pass mark. However, she has failed 3 out of the 5 modules, one of them quite badly.

| Resit results | PP1 | SBHCS1 | SBHCS2 | SBCRSS | Total |
|--|-----------|-----------|-----------|-----------|-------|
| | 15 credit | 30 credit | 30 credit | 30 credit | |
| Mark achieved for module (%) | 32 | 42 | 38 | 39 | |
| Deficit (ie % below the 40% pass mark) | -8 | - | -2 | -1 | -11% |

Is this the first time the student has needed a discretionary 3rd attempt? YES

Has the student been referred to SPMC? NO

Is the sum of the deficits from the failed academic modules <10%? NO

This student would have to apply to the Discretionary Panel, as she does not meet the 3rd criterion.

Student B has failed two 2nd year modules at resit, one an exam with a 3% deficit and the other the CT2 portfolio.

| | PP2 | SBHCS3 | RM | ISPI | PCCRC | CP | CT2 | Total |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| | 15 credit | 15 credit | 15 credit | 15 credit | 15 credit | 30 credit | 15 credit | |
| Mark achieved for module (%) | 65 | 42 | 37 | 54 | 46 | 41 | Fail | |
| Deficit (ie % below the 40% pass mark) | - | - | -3 | - | - | - | - | -3% |

Is this the first time the student has needed a discretionary 3rd attempt? YES

Has the student been referred to SPMC? NO

Is the sum of the deficits from the failed academic modules <10%? YES

This student will be fast-tracked, meaning that he will be awarded an automatic discretionary 3rd attempt for RM and CT

Management of the potential outcomes:

- Students who need to resit one or more papers (2nd or 3rd attempt) after the normal resit period will normally take a break from their studies, returning in the following academic year to take the paper(s) with the following cohort.
- If a student also needs to resubmit an in-course assessment, they will normally be allowed to do so during their “year out”.
- If a student has only a minor component outstanding at the end of a year (for example, if all they have left to do is pass a single in-course assessment) then they may be given the exceptional option to complete this assessment prior to the commencement of the subsequent academic year. This will be at their own risk, on the understanding that failure will result in the termination of their registration.