

<b>Glossary of Terms for Student Assessment Results</b>	
Academic Appeal	This is a request by a student for a review of a decision made by the Assessment Board. You must be able to demonstrate that you have grounds for making such a request. The grounds are outlined in the Appeals policy document. The deadline for making this type of request is 10 working days from the date of publication of your results.
Academic credit	All programmes are made up of a number of units. The size of each unit is measured in credits. At BU most units comprise 20 academic credits or multiples of 20, e.g. 40 credits for Dissertation or Project units.
Assessment Board	All your unit results will be presented and formally agreed at an Assessment Board. The Board is a meeting of internal and external examiners for your programme responsible for considering all student outcomes.
Assessment regulations	Every programme of study is governed by a set of assessment regulations which are applied by the Assessment Board. These are the rules which govern the decisions made by your Faculty. The regulations that are applied to your programme can be found in your programme handbook. For Standard Assessment Regulations see the Assessment section on the Important Information page.
Board Decision or Decision of the Board	This is the final decision of the Assessment Board after reviewing all of your unit results. For example: <ul style="list-style-type: none"> <li>• Passed. Continue with programme;</li> <li>• Continue with programme and carry failed unit(s);</li> <li>• Failed. Reassessment(s) offered.</li> </ul>
Board notes or Notes	This is greater detail about what you are required to do in light of the Assessment Board Decision. These notes are printed on the individual 'Results Summary email' which is sent electronically to your University email address.
Capped	A mark will normally be 'capped' when the piece of assessment being undertaken is a reassessment, a repeat unit, or a unit being completed by carrying credit. The recorded mark cannot exceed the pass mark (%). The pass mark is normally 40% for Undergraduate programmes and 50% for Postgraduate programmes.
Carry Credit	This means you will be allowed to continue into the next level of your programme and you must repeat the unit stated in the Board notes at the same time. This unit will be taken in the next academic year alongside your L5/Placement/L6 units. <p>The mark for the unit(s) that you need to repeat will be capped at the pass mark (unless stated otherwise) and you will be expected to complete all pieces of work again. You may attend teaching for the unit again if your schedule allows you to.</p>

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	<p>In order to understand exactly what this means for you, you are advised to discuss your outcome with your programme leader, e.g. you may decide that you would prefer not to move into the next level of study and focus your attention on the unit(s) you need to repeat.</p> <p>For all units which you carry credit, your mark will be capped at the pass mark unless otherwise stated by the Assessment Board. For more information, see Section 8 and section 12 of the Standard Assessment Regulations document that is relevant for your award.</p> <p>There is no fee attached to a unit where you are 'carrying credit'.</p>
Chairs Action	When a query at the Assessment Board cannot be resolved during the Board, the Board agrees to resolve this outside of the Board through a Chair's Action.
Classification	This is the final outcome for your programme of study. Information on how this is calculated can be found in section 11 of the Standard Assessment Regulations document that is relevant for your award.
Compensate, compensation	You did not achieve a high enough mark to pass the unit but the Assessment Board has agreed to award you the credit; your mark will not be changed. For exact details about when compensation can be applied, see section 7 of the Standard Assessment Regulations document that is relevant for your award.
Continue	The Assessment Board decides whether you are able to progress or continue into the next stage or level of your studies.
Exceptional circumstances	<p>You may have advised the Assessment Board of individual circumstances that have affected your ability to study and your performance in assessment.</p> <p>If this applies to you, the decision in relation to the submission of your exceptional circumstances and supporting evidence will be stated clearly within the Board notes or recorded against the unit. For more information, please see the Exceptional Circumstances Policy and Procedure, or visit the Exceptional Circumstances page.</p>
FINAL ATTEMPT to Resit	This is your final attempt to pass this assessment. Failure to do so will result in your withdrawal from the programme of study.
Formal elements	A unit may include one or more formal elements of assessment. You must pass all formal elements within a unit to pass the unit. All formal elements will appear on the Results Summary, e.g. coursework or examination.

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Late submission	<p>You are expected to submit your coursework before the published deadline. If you miss the deadline, penalties will apply.</p> <p>If you submit your work within 72 hours of the deadline your work will be marked, however, this applies to a first submission/submission as if for the first time only. Feedback will be provided but the maximum mark that you will be awarded is the unit pass mark. This is usually 40% for Undergraduate programmes and 50% for postgraduate programmes. In making its decision on a Late submission, the Board will also take account of other units within the year that you have not successfully completed.</p> <p>If you submit your work more than 72 hours after the deadline but within three weeks it will normally be marked. However, it will be considered as a non-submission and receive a mark of 0%. If you submit your work more than three weeks after the deadline, your work will not normally be marked.</p>
Non-submission	<p>You are expected to submit your coursework before the published deadline. If you miss the deadline, penalties will apply.</p> <p>If you do not submit your work, or submit it more than 72 hours after the deadline then the work will be recorded as a fail. The Assessment Board may, or may not offer you another chance to complete the work.</p>
Offer Opportunity	<p>You may wish to have another attempt at the Unit Name (Code) coursework/exam in order to improve your current grade. The grade for the new work will stand, even if it is lower than the original mark.</p>
PL/AA to Counsel.	<p>Contact your Academic Adviser/Programme Leader for advice on your results.</p>
Reassessment	<p>A general term used to mean resubmit or resit. It indicates that you have not yet passed the piece of work and you will need to do it again.</p> <p>There is a limit on how much reassessment is allowed within an academic year depending on what stage of study you are at, for example, you can be reassessed in up to 60 credits at level 4, and 40 credits at level 5 or 6 if on a standard undergraduate programme. For more information, please see the Standard Assessment Regulations document that is relevant for your award.</p>
Repeat, repetition	<p>This means you must repeat the unit(s) stated in the Board notes and will not be permitted to continue onto the next level or stage of your programme until those unit(s) are successfully completed.</p> <p>The overall mark for the unit(s) that you need to repeat will</p>

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	be capped at the pass mark (unless stated otherwise). There will be a fee for repeating the unit and you will be expected to attend all teaching and complete all pieces of assessment again.
Resit	This means you must complete an exam again as stated in the Board notes. The mark will be capped at the pass mark.
Resubmit	This means you must complete a piece of coursework again as stated in the Board notes. The mark will be capped at the pass mark.
Sit	This means you must complete an exam again as stated in the Board notes and the mark will be treated as if you are taking the exam for the first time. This is normally granted where exceptional circumstances have been accepted. The mark will not be capped at the pass mark.
Submit	This means you must complete a piece of coursework again as stated in the Board notes and the mark will be treated as if you are taking the piece of coursework for the first time. This is normally granted where exceptional circumstances have been accepted. The mark will not be capped at the pass mark.
Sub-elements	Formal elements may be sub-divided into sub-elements. You can fail a sub-element and will not have to be reassessed in it provided the final calculated mark for the formal element taking into account all its sub-elements meets or exceeds the pass mark.
Uncapped	The mark received for a piece of assessment is the 'true' mark or actual mark you achieve. This is the mark you will achieve for a first attempt at a piece of assessment provided it is submitted before the deadline. You may also receive an 'uncapped' mark if are completing a piece of work for the second time and it has been confirmed that you had exceptional circumstances that impacted your assessment on the first submission.