

Guidance to Validated Institutions on Changes to Marking and Classification from September 2014

Version 2015/16

Note:

Partners are reminded that apart from where, in exceptional cases, students are completing awards commenced prior to September 2014, all Validated programmes should now be operated under the full Credit Framework.

This document therefore will no longer be updated, but continues at this time to be published as a source of reference for partners.

Partners should ensure that consult the Validation Handbook, and QA Newsletter for any updates to regulatory practice.

Please note that the following guidance relates to changes implemented for Validated Institutions from September 2014, and is being provided to support partners in the transition to using the full Credit Framework.

This is the third version of this guidance document and includes updates to ensure clarity for Partners ahead of the 2016 Boards of Examiners. The key changes have been highlighted at the start of the document.

For the summer 2016 boards Partners will need to ensure that they mark, round and classify their programmes in line with the practice as detailed here. In support of this Partners should consult the relevant appendix (A, B, C) to determine which requirements will apply to which cohorts of students.

If you require any clarifications relating to the changes implemented from September 2014 please contact the Quality Assurance Office (qa@kent.ac.uk)

1. Introduction

As you will be aware changes introduced to the University's undergraduate marking and classification system were rolled out to Validated Institutions in September 2014.

This guidance document has now been updated for the 2015/16 academic year in order to give Validated Institutions more information on the specific impact of these changes on the summer 2016 Board of Examiners meetings.

In addition to this, guidance is provided on the impact of the University's decision to end exemptions from the Credit Framework for all Validated Institutions, from September 2014.

Partners are encouraged to consult both this document and the Validation Handbook to ensure that they are fully aware of the requirements for 2015/16.

The document is broken into two sections:

Section 1 relates to the introduction of changes to marking and classification.

Section 2 relates to the ending of bespoke regulations and exemptions from the Credit Framework.

Partners should consider **both** sections of this document.

Important Issues to Note for 2016 Boards of Examiners:

- **Foundation Degrees** – the new classification methodology should be used for those students who started Foundation Degrees in September 2014 (see section 1.5 and Appendix B).
- **Top-up Degrees** - the new classification and marking methodology should be used for students on Top-up degrees who commenced after September 2014 (see section 1.5 and Appendix C).
- **Rounding** - the new rounding algorithm should now be being used for all cohorts of students (see sections 1.4, 1.6, 2.2.1 and Appendix D).
- **Stage Weighting** - the stage weighting used for three year undergraduate degrees should be that in place at the time the student commenced (see section 1.1, 2.1.6).
- **Capping of Module Marks** – for all cohorts entering from September 2014, partners should ensure that marks are capped at the module level only and not at the component level (see section 2.1.3).
- **Re-sits** - Partners are reminded that for all students who entered from September 2014, all re-sits / repeats of modules should be confirmed by a Board of Examiners prior to being undertaken (see section 2.1.7).

- **Level 7 (level M) Pass Mark** - The University has agreed that, with effect from 2015/16, the pass mark for all level 7 (M) modules will be changed from 40% to 50% (see section 2.1.4).
- **Categorical Marking Scale** – The University’s categorical marking scale should now be used for all undergraduates commencing from September 2014 and all postgraduates commencing from September 2015 (see section 1.3)
- **Revised Preponderance Boundaries** – Partners should use the revised preponderance boundaries in place for awards, other than Honours degrees, for the 2016 Boards of Examiners (see section 1.5).

Contents:

Section 1: Changes to Classification and Marking

- 1.1 Stage Weightings for Three Year Undergraduate Degrees
- 1.2 Placements
- 1.3 University Marking Scale
- 1.4 Protocol for the Rounding of Marks
- 1.5 Changes to the Rules for Classification
- 1.6 Introduction of Rounding Algorithm to all Undergraduate Cohorts
- 1.7 Use of Viva Voce Examinations for Borderline Candidates
- 1.8 Consideration of Concessionary Applications

Section 2: Ending of Bespoke Regulations

- 2.1 For New Cohorts Who Commenced from September 2014 Onwards
- 2.2 For All Cohorts from September 2014
- 2.3 How Changes will Impact Partner Programmes

Appendix A – Undergraduate Classification Methodology by Cohort BA (Hons) programmes

Appendix B – Undergraduate Classification Methodology by Cohort Foundation Degree programmes

Appendix C – Undergraduate Classification Methodology by Cohort Top-Up programmes

Appendix D – Rounding Algorithm

Section 1 – Changes to Classification and Marking

The University has introduced a more harmonised system of classification for all undergraduate students across the University, with the aim of ensuring a simpler more consistent and equitable way of classifying degrees. This has led to changes to various aspects of Kent policy which will affect new cohorts of **undergraduate** students who commenced at Validated Institutions in **2014/15**.

The following outlines the key changes that have been made to the classification and marking system, which partners will be required to consider and where applicable adopt.

1.1 Stage Weightings for Three Year Undergraduate Degrees

A key feature of the new system of classification is the introduction of a standard weighting with respect to the overall marks achieved for different stages in **three year undergraduate degrees**.

This new system is structured to reward better performance by students in the final stage of their programme, by allowing final stage marks to make a greater contribution to the overall final weighted mark used for degree classification.

From **September 2014**, Validated Institutions will need to ensure the following Stage Weightings apply to new cohorts commencing **three year UG degree programmes**:

- **Stage 2: 40%**
- **Stage 3: 60%**

The only circumstances where a non-standard stage weighting can normally be applied is where such a weighting is required by an accrediting external professional body.

Please Note: The stage weighting that should be applied to the classification of a student's degree result is that in place at the point they commenced. Therefore students commencing from September 2014 onwards, on three year undergraduate degrees, should have a stage weighting of 40/60 applied.

For students who commenced on three year undergraduate degrees prior to September 2014, the stage weighting applied will be that in place at the time they started.

Foundation Degrees and Postgraduate Degrees

It should be noted that there are **no standard weightings** being applied to **Foundation Degrees** or to **Postgraduate Degrees** at this time.

However, it is expected that modules will make an equal contribution to the classification of such degrees.

If you have an alternative weighting for such programmes, then you will need to confirm approval for this through the Faculty Board if you have not already done so.

1.2 Placements

From **September 2014** the contribution made by Placements to the classification of **all programmes** will vary, depending on whether marks during study away from the Validated Institution have been determined by staff at the Validated Institution or by staff at the placement provider.

When staff at the placement provider award the marks, Validated Institutions will need to ensure that the period at the placement provider is marked on a **pass / fail basis** and that it **carries a zero-weighting** towards degree classification.

When staff at the Validated Institution award the marks for the placement, partners will need to determine the contribution the period away from the Validated Institution will make towards classification. This contribution will then need to be **agreed and approved** by the University's Faculty Board.

1.3 University Marking Scale

In addition to the introduction of a standard stage weighting, Validated Institutions are also now required to use the University's new standard marking scale for all **undergraduate** cohorts who commenced from **September 2014** and all **postgraduate** cohorts who commenced from **September 2015**.

The marking scale contains a fixed number of percentage points in each class band which might be assigned by a marker for a piece of assessed work where it is appropriate to the nature of the assessment.

Use of the scale is intended to encourage markers to make firm decisions about assessed work in relation to which class band it most appropriately belongs. It is also hoped that it will encourage markers to use the full range of the marking scale.

The scale readily lends itself to use with respect to single pieces of work that attract a mark out of 100, such as essays, dissertations, reports or any similar assessment that require a qualitative judgement by the marker.

Examples of assessed work that may not be suitable to be marked with reference to the categorical marking scheme include assessments that take the form of tests of complex calculation or knowledge, that allow for an accumulation of marks on an objective basis, or which are composed of a large number of questions, or questions where there is a single correct answer (such as numerical questions). In such cases markers will not be restricted to using the categorical scale.

Where the format of assessment precludes use of the scale, markers are encouraged to consider whether they can avoid awarding marks that fall immediately below a class boundary.

The most up-to-date scale can be found at <http://www.kent.ac.uk/teaching/qa/credit-framework/creditinfoannex6.html> and is replicated below:

1. For undergraduate modules (i.e. levels 4 to 6):

Classification	Numerical Scale	For Programmes Classified Under P/M/D
First Class	100	Distinction
	95	
	85	
	78	
	75	
	72	
Upper Second Class	68	Merit
	65	
	62	
Lower Second Class	58	Pass
	55	
	52	
Third Class	48	
	45	
	42	
Fail	38	Fail
	35	
	32	
	25	
	20	
	10	
	0	

2. For postgraduate taught modules (i.e. level 7):

Numerical Scale	Classification
100	Distinction
95	
85	
78	
75	
72	
68	Merit
65	
62	
58	Pass
55	
52	

48	Fail
45	
42	
38	
35	
32	
25	
20	
10	
0	

Note 1: the above scale applies to all level 7 modules where the student in question takes the module from 2015-16 onwards. For level 7 modules taken prior to 2015-16 the scale set out at 1. applies.

1.4 Protocol for the Rounding of Marks

The University has a long-established protocol for (i) the rounding of the marks awarded for the assessed components of modules into an overall module mark, and (ii) for aggregating such overall module marks into a final weighted average mark to be used in classification.

As part of the changes to marking and classification the rounding protocol was adjusted to incorporate the amendments set out below:

- where the aggregated overall mark awarded for the module falls within one mark of the boundary for a higher class band (i.e. an overall module mark of 39, 49, 59 or 69) it should not be rounded to the nearest integer as was previously the practice, **but should be rounded up to the nearest integer.**
- where the final weighted average mark for classification is within 0.5 percentage points of a higher classification boundary, **it should be rounded up for classification purposes (e.g. a mark of 59.5% would be rounded up to 60%).**

The full rounding protocol can be found in **Appendix D** of this document and the Credit Framework: <http://www.kent.ac.uk/teaching/ga/credit-framework/creditinfoannex6.html>

1.5 Changes to the Rules for Classification

The University has traditionally operated two methods for the classification of undergraduate degree students, the **average method** and the **preponderance method**.

Under the **average method** the overall final mark for classification is reached by simply calculating the average (weighted) mark achieved for all the contributing modules.

The **preponderance method**, on the other hand, is slightly more complicated and requires the achievement of a qualifying average mark and a set volume of credit in a specific class band (First, Upper Second, Lower Second, Third or Pass, Merit, Distinction) in order for a student to be awarded a degree in that class band.

As part of Kent’s recent review of marking and classification, changes have been made to both methods. Validated Institutions will need to introduce the revised versions of both methods when classifying all **new undergraduate cohorts of students commencing in September 2014**. Tables have been provided in **Appendices A, B and C** to ensure clarity with regard to which classification rules will apply to which cohorts of undergraduate students.

‘Preponderance’ Method of Classification

- **Three Year Undergraduate Degrees**

PLEASE NOTE: This method is for use when classifying students commencing in September 2014, with an expected completion date of June 2016/17.

Students who started three year undergraduate degrees prior to September 2014 should be classified under the regulations in place at the time – please see the Validation Handbook Sections 7.8 – 7.10 and Appendices A, B and C.

Where, under preponderance, the requirements for the average qualifying mark and the volume of credit required have in the past been variable for each class band, these have now been made consistent for three year undergraduate degrees.

Therefore under preponderance a candidate who has met the requirements for the award of an Honours degree will be placed in an Honours class based on attaining:

- A certain number of credits in that class or above **AND**
- A certain weighted average mark over the examination as a whole:

The below tables have been provided to make clear the number of credits, and average mark required to qualify for a higher classification under preponderance on three year or four year undergraduate programmes for new cohorts commencing in September 2014.

For degrees with 240 contributing credits:

Class	Number of Credits in class or above	Average mark over all contributing modules of at least
First Class	120	67
Upper Second Class	120	57
Lower Second Class	120	47
Third Class	240	Not Applicable

For degrees with 360 contributing credits:

Class	Number of Credits in class or above	Average mark over all contributing modules of at least
First Class	180	67
Upper Second Class	180	57
Lower Second Class	180	47
Third Class	360	Not Applicable

- **Single Stage Top-up Degrees**

Students entering onto single stage top-up degrees from **September 2014** should be classified in line with the new marking and classification requirements.

As such the below table details the average qualifying mark and the volume of credit required to achieved a higher classification on a top-up degree.

For degrees/students with contributing credits other than above (i.e. Top Up degrees):

Class	Number of Credits in class or above	Average mark over all contributing modules of at least
First Class	50%	67
Upper Second Class	50%	57
Lower Second Class	50%	47
Third Class	100%	Not Applicable

PLEASE NOTE: These tables are for use for new cohorts entering programmes in **September 2014**, and should not be used to calculate preponderance for those students who entered prior to **September 2014**, who should be classified under the regulations in place at the time – please see the Validation Handbook Section 7.8 – 7.10 and Appendices A, B and C.

- **Foundation Degrees and Postgraduate Degrees**

The requirements for the average qualifying mark and the volume of credit required to apply preponderance to Foundation Degrees and Postgraduate Degrees have been amended **for new students entering from September 2015**, therefore when calculating Foundation Degree classifications using preponderance; partners need to apply the relevant set of boundaries to each cohort in line with the following:

For Students Commencing Prior to September 2015

a) 'Average' Method of Classification

'with Merit': an average mark of 60 or above but less than 70.

'with Distinction': an average mark of 70 or above.

b) 'Preponderance' Method of Classification

'with Merit': an average mark over all contributing modules of 57 or above and a mark of 60 or above for 55% or more of the credits obtained

'with Distinction': an average mark over all contributing modules of 65 or above and a mark of 70 or above for 50% or more of the credits obtained

For Students Commencing From September 2015

a) 'Average' Method of Classification

'with Merit': an average mark of 60 or above but less than 70.

'with Distinction': an average mark of 70 or above.

b) 'Preponderance' Method of Classification

'with Merit': an average mark over all contributing modules of 57 or above and a mark of 60 or above for 50% or more of the credits obtained

'with Distinction': an average mark over all contributing modules of 67 or above and a mark of 70 or above for 50% or more of the credits obtained

- **Postgraduate Degrees**

Unless Partners are in receipt of an exemption, they should apply preponderance to their postgraduate programmes.

- **Other Awards**

The method of calculating preponderance for other awards such as Certificates and Diplomas of Higher Education, Graduate Certificates and Diplomas is the same as that outlined in 'Foundation Degrees' above. For further information please see the Validation Handbook section 7.8

Average Method of Classification

- 'Two more marks rule'

The key change with regard to the **average method** of classification is the withdrawal of the 'two more marks' rule for the classification of **undergraduate programmes**, commencing in **September 2014**.

This rule allowed for those candidates whose performance placed them close to the boundary for a higher class of degree to be considered for raising to the next class where,

if 'two more marks' were added to each overall module mark, the candidate might, at the discretion of the examiners, be considered to have met certain criteria.

However for new cohorts of Validated Institution students entering in **September 2014**, **the use of this rule has been withdrawn.**

It is believed that the other changes made to marking (i.e. use of the categorical marking scale to resolve borderline marks firmly, the changes to the rounding protocol, the more consistent and universal application of preponderance) will adequately compensate for the removal of this rule.

- Average Classification and Rounding

As indicated in **1.4** of this document, the other key change for the average classification, is the that where the final weighted average mark for the classification is within 0.5 percentage points of a higher classification boundary, **it should automatically be rounded up for classification purposes (e.g. a classification mark of 59.5% would be rounded up to 60%).**

- Three Year Undergraduate Degrees

The 'two more marks rule' remains in place for students who commenced **prior** to September 2014 who should be classified under the regulations in place at the time – please see the Validation Handbook Section 7.9 and Appendices A, B and C

- Foundation Degrees

The withdrawal of the 'two more marks' rule will impact on the classification of those Foundation degrees commenced in September 2014, and should not be used when considering classifications for these students at 2015/16 Boards of Examiners.

- Top-up Degrees

The withdrawal of the 'two more marks' rule will impact on the classification of those Top-up degrees commenced from September 2014, and should not be used when considering classifications for these students at 2015/16 Boards of Examiners.

- Postgraduate Degrees

The 'two more marks' rule continues to apply at postgraduate level at this time.

Average and Preponderance Methods of Classification

It should be noted by Validated Institutions that the University requires that **both the preponderance and average method** are used when calculating undergraduate classifications, with the highest classification applied to the student.

For postgraduate programmes – partners with an **approved exemption** from preponderance at postgraduate level for their current programme can, at this time, continue to operate this.

- **Appendices A, B and C** outline which classification methodology will apply to which cohorts, this is determined on the student's year of entry.

If you have any doubts with regard to which classification rules apply to which cohorts, please contact the Quality Assurance Office.

Classification for Intermitting and Repeating Students

The University's policy is that students should be able to return to study under the classification rules and regulations **in place at the time they commenced their programmes**.

Partners will need to make provision to ensure that students returning to different cohorts of study continue to receive the benefit of the rules in place at the time they commenced.

Partners should consult Appendices A, B and C for guidance on the classification method to be used for Intermitting and Repeating Students.

1.6 Introduction of Rounding Algorithm to all Undergraduate Cohorts

The majority of changes to marking and classification are only being introduced for new cohorts of students from September 2014. However due to the requirements of Kent's Student Data System, the implementation of the new rounding algorithm (as detailed in **1.4** of this document), will need to be applied to **all undergraduate cohorts** of students, **new and existing**, from **September 2014**.

This means that all **undergraduate** programmes being marked in 2015-16, and considered at **Boards of Examiners in 2016**, the new rounding algorithm should be applied.

However there will be some exceptions to this:

- Existing cohorts of students on Programmes which do not attract a grade out of 100 (i.e. existing cohorts of students on programmes marked out of 15).
- Postgraduate Programmes.
- Partners in an exit phase with the University.

Average Classification Rounding for Existing Cohorts of students

It should be noted in regards to **existing undergraduate cohorts of students** impacted by the rounding change from September 2014, that whilst the rounding algorithm will change:

- They will still be classified **under the existing classification methodology** in 2015 and 2016 **but** should their final classification under the average method fall within .5 of the next

boundary (i.e. 59.5, 69.5) they should receive the benefit of being raised to the next classification band automatically (see 1.5 above)

PLEASE NOTE: This does not apply to Postgraduate programmes, or programmes where the rounding algorithm is not being applied, i.e. those programmes marked out of 15.

- The undergraduate rounding algorithm will also need to be applied to **module marks** given to **re-sitters** and **re-takers** following the **2016 Boards of Examiners** meetings.

1.7 Use of Viva Voce Examinations for Borderline Candidates

Whilst not widely used by Validated Institutions, some Schools at Kent have historically used viva voce examination as a means of making decisions about candidates whose overall performance falls close to the borderline for a higher classification.

However, as part of the changes to ensure consistency of decisions on classification, the University has now withdrawn use of this form of examination for classification purposes, and therefore it cannot be applied to **new cohorts of students** entering Validated Institutions from **September 2014**.

1.8 Consideration of Concessionary Applications

Applications for concessions based on illness or other mitigating circumstances that cause exceptional interference with academic performance will continue to be considered by examiners as is normal practice now; with concessions panels meeting and informing Boards of Examiners meetings of concessionary decisions.

Information on the University's concessions requirements can be found in the Validation Handbook, Section 7 (<https://www.kent.ac.uk/teaching/ga/collaborative/validation/handbook/section7.html>)

And at:

<https://www.kent.ac.uk/teaching/ga/guidance/guidance-concessions-ug-students.html>

Section 2 – Ending of Bespoke Regulations

In addition to changes to marking and classification outlined above, **the operation of bespoke regulations and conventions** previously permitted for Validated Institutions came to an end from the **2014/15 academic year**.

Unlike the changes to marking and classification the end of bespoke regulations and conventions will, in the majority, apply to **all** programmes at both **undergraduate** and **postgraduate** level.

The end of bespoke regulations will impact different Validated Institutions in different ways, and the below is an indication of the main areas where exemptions will no longer be possible.

2.1 For New Cohorts Who Commenced from September 2014 Onwards

2.1.1 Alternative Marking Schemes - partners will no longer be able to operate alternative marking schemes for programmes at either **undergraduate** or **postgraduate** level from 2014.

2.1.2 Preponderance – partners will now be required to apply preponderance to undergraduate programmes.

However exemptions from preponderance which **have already been granted for existing programmes at postgraduate level** can continue at this time.

Partners who have postgraduate programmes containing a limited number of modules (i.e. 3 or less), or where one module is worth a significant amount of credit, i.e. 100 credits, who do not have exemptions from preponderance, should consider if they wish to apply for one.

2.1.3 Capping of Failed Modules – For students entering from September 2014, all partners are now required to cap the final module mark, in any failed modules at the pass mark.

PLEASE NOTE: Capping must be carried out on the final module mark and not at the component level.

2.1.4 Pass Marks – all partners will be required, unless an approved exemption has been obtained for Professional Body reasons, to use a 40% pass mark on all **undergraduate** programmes.

Postgraduate - partners should note that from September 2015, the University's postgraduate pass mark will be 50% for all level 7 programmes.

2.1.5 Classification Brackets – all partners will be required to use standard classification brackets in determining classifications i.e.

For undergraduate students commencing prior to September 2014 these are:

First Class Honours	70 and above
Upper Second Class Honours	60-69.9
Lower Second Class Honours	50-59.9
Third Class Honours	Below 50
Distinction	70 and above
Merit	60 or above but less than 70

For undergraduate students commencing after September 2014 these are:

First Class Honours	70 and above
Upper Second Class Honours	60 - 69.4

Lower Second Class Honours	50 - 59.4
Third Class Honours	Below 50
Distinction	70 and above
Merit	60 or above but less than 70

For postgraduate students these are:

Distinction	70 and above
Merit	60 or above but less than 70

2.1.6 Stage Weightings – partners will need to ensure that the stage weightings of their three year undergraduate programmes are in line with those detailed in **1.1** of this document.

2.1.7 Re-sits – for all students who entered from September 2014, partners should ensure that all re-sits / repeats of modules are confirmed by a Board of Examiners prior to being undertaken.

2.2 For All Cohorts from September 2014

2.2.1 Rounding – as indicated in **1.5** of this document all partners will need to operate the new rounding algorithm (found in Appendix B) for all undergraduate programmes from September 2014. The only exceptions to this are:

- Existing cohorts of students on Programmes which do not attract a grade out of 100 (i.e. existing cohorts of students on programmes marked out of 15).
- Postgraduate Programmes.
- Partners in an exit phase with the University.

2.2.2 Number of Attempts – the University Credit Framework now requires that students automatically receive three attempts at a module (initial sitting and two re-sits).

Partners will need to ensure this practice is being used **for all programmes at undergraduate and postgraduate level** to ensure consistency with Kent regulations, with one exception, which relates to postgraduate Dissertation Modules.

For postgraduate Dissertation Modules the Credit Framework only permits one further re-submission attempt, in line with clause 7.4.4 at: <http://www.kent.ac.uk/teaching/qa/credit-framework/creditinfo.html#progression>

2.3 How Changes will Impact Partner Programmes

The below table indicates which changes will affect which partner programmes and when.

	UG 3 Year	Top-up	FD	PG	New Cohorts from Sept 14	Cohorts commencing prior to Sept 14
Standard Stage Weightings	✓	x	x	x	✓	x
Pass/Fail for Placements/Years Abroad	✓	✓	✓	✓	✓	x
University's Standard 22 point Marking Scale	✓	✓	✓	✓	✓	x
Introduction of new Rounding Algorithm to all Undergraduate Cohorts	✓	✓	✓	x	✓	✓
New Preponderance Boundaries	✓	✓	✓ (for new cohorts commencing from Sept 15 only)	✓ (for new cohorts commencing from Sept 15 only)	✓	x
Removal of use of two more marks rule	✓	✓	✓	x	✓	x
Removal of use of Viva Voce Examinations for Borderline Candidates	✓	✓	✓	x	✓	x
End to Alternative Marking Schemes	✓	✓	✓	✓	✓	x
End to Preponderance Exemptions	✓	✓	✓	Exemptions must already be approved – see section 2.1	✓	x
End to Capping Exemptions	✓	✓	✓	✓	✓	x
End to Pass Mark Exemptions*	✓	✓	✓	✓	✓	x
End to Classification Bracket Exemptions	✓	✓	✓	✓	✓	x
End to Number of Attempts Exemptions	✓	✓	✓	✓	✓	✓
End to re-sits being undertaken prior to BoE	✓	✓	✓	✓	✓	x

*Except where permitted due to Professional Body requirements.

Appendix A

The below table outlines the classification conventions that will apply to each cohort of full time **undergraduate students** on **three year programmes**. This is based on the student's year of entry.

Year of Stage 1 Cohort Entry	Year of Cohort Graduation (3 stage programmes)	Year of Cohort Graduation (4 stage programmes *) if applicable	Applicable Classification Rules (e.g. old or new parameters for preponderance: <i>see 2 below</i>)	Should Preponderance be used?	Borderline in use for candidates at classification ?	Viva Voce Exam Allowable for Classification? (if applicable)
2012/13	2014/15	2015/16	Classification Rules in place at time of commencement	Yes	Yes	Yes
2013/14	2015/16	2016/17	Classification Rules in place at time of commencement	Yes	Yes	Yes
2014/15	2016/17	2017/18	New Classification Rules	Yes	No	No

*Including programmes that involve a placement stage, either abroad or in industry and so are four years in duration.

Appendix B

The below table outlines the classification conventions that will apply to each cohort of full time **undergraduate students** on **two year programmes**. This is based on the student's year of entry.

Year of Stage 1 Cohort Entry	Year of Cohort Graduation (2 stage programmes)	Applicable Classification Rules (e.g. old or new parameters for preponderance: <i>see 2 below</i>)	Should Preponderance be used?	Borderline in use for candidates at classification ?	Viva Voce Exam Allowable for Classification? (if applicable)
2013/14	2014/15	Classification Rules in place at time of commencement	Yes	Yes	Yes
2014/15	2015/16	New Classification Rules	Yes	No	No

Appendix C

The below table outlines the classification conventions that will apply to each cohort of full time **undergraduate students** on **single stage programmes**. This is based on the student's year of entry.

Year of Stage 1 Cohort Entry	Year of Cohort Graduation (1 stage programmes)	Applicable Classification Rules (e.g. old or new parameters for preponderance: <i>see 2 below</i>)	Should Preponderance be used?	Borderline in use for candidates at classification ?	Viva Voce Exam Allowable for Classification? (if applicable)
2013/14	2013/14	Classification Rules in place at time of commencement	Yes	Yes	Yes
2014/15	2014/15	New Classification Rules	Yes	No	No

Please note that all students entering single stage UG programmes should now be classified under the standard Kent Credit Framework. For further information please see the Validation Handbook Section 7:

<https://www.kent.ac.uk/teaching/qa/collaborative/validation/handbook/section7.html>.

Appendix D

Rounding and Display of Marks

With respect to the rounding and display of marks, the University applies the following rubric (with the exception of marks recorded for HNC/D programmes):

- i. The overall mark awarded for the coursework component of a module should be rounded to the nearest integer;
- ii. The overall mark awarded for the project element of a module should be rounded to the nearest integer;
- iii. The overall mark awarded for the examination element of a module should be rounded to the nearest integer;
- iv. With regard to modules taken as part of an undergraduate programme, and **noting the exception to this rule given at point v. below**, the aggregated overall mark awarded for the module (the summation of the already rounded different components) should be rounded to the nearest integer;
- v. With regard to modules taken as part of an undergraduate programme, **and noting the exception to this rule given at point vi. below**, where the aggregated but as yet unrounded overall mark awarded for the module falls within one mark of the boundary for a higher class band (e.g. a raw mark of 39, 49 [where applicable], 59, or 69), the mark will be **rounded up** to the nearest integer;
- vi. With regard to calculating the overall mark awarded for the module as per point v. above, where an element of assessment in a module has been failed for which a pass was compulsory, any aggregated but as yet unrounded overall mark awarded for the module that falls within one mark of the boundary for a higher class band (e.g. a raw mark of 39, 49 [where applicable], 59 or 69), the mark will **NOT** be rounded up to the nearest integer;
- vii. With regard to modules taken as part of a postgraduate programme, the aggregated overall mark awarded for the module (the summation of the already rounded different components) should be rounded to the nearest integer;
- viii. The aggregated overall rounded mark awarded for the module should be displayed on composite marksheets, student transcripts and to students on the SDS as a whole number after confirmation at the Board of Examiners;
- ix. The overall weighted average mark for classification purposes should be calculated and displayed to a single decimal point on composite marksheets and student transcripts
- x. With respect to undergraduate programmes, where the overall weighted average mark for classification purposes falls within 0.5 % of the boundary for a higher class band (i.e. a mark that falls in the ranges of 39.5 - 39.9; 49.5 - 49.9^{1[8]} ; 59.5 - 59.9 or 69.5 - 69.9), it will be **rounded up** to the nearest integer.