**Academic Registry – an update for current students**

Many of you will have just completed your examinations or other assessments for this academic year and we hope that these have gone well for you. Here in Registry Services, the team are busy preparing for the Examination Boards which will confirm your results for this academic year.

We are writing to update you on a few important changes due to the Coronavirus (Covid-19) pandemic, following the introduction of the University’s [No Detriment Policy](http://www.cardiffmet.ac.uk/registry/academichandbook/Documents/No%20Detriment%20(Saftey%20Net)%20Policy%2021st%20April%202020%20(1).docx) which has been put in place to safeguard your academic achievements. **Please read the below information carefully.**

1. Results
2. Safety Net – Reinstated Attempts
3. HEAR and Certificate
4. Graduation

**1. Results**

We appreciate that you will be eager to know how well you have done, so please note that results will be released as follows:

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| **Examination Board outcomes released to the student portal for:** |  |
| Postgraduate (Level 7)  Completing Bachelors Degrees (Level 6)  Foundation Certificate (Level 3) | **Tuesday 7th July 2020** |
| Progressing students (Levels 5 & 4)  Continuing Level 6 students | **Thursday 16th July 2020** |

**2. Safety Net – Reinstated Attempts**

As part of the No Detriment Policy for 2019/20, all students are entitled to a reinstated attempt at any assessment attempted during the No Detriment Period (i.e. it was submitted/attempted on or after 21st March 2020).

* If you have attempted but unfortunately failed an assessment during this period, details of any reassessment set will be communicated to you by your school, in the usual way.

* If you have passed (or received a compensated pass) for an assessment attempted during this period, but you wish to try and improve your mark, you must apply to the University **within five working days of results notification,**in accordance with the process below.

Any reassessment for an assessment attempt made on or after 21st March 2020 will be recorded at the same attempt number as your previous opportunity (e.g. first attempt - access to a full range of marks, second or third attempt - module capped at the minimum pass mark).

If you did not attempt an assessment due during the No Detriment Period (NA - Non-Attempt), you will not be entitled to a reinstated attempt unless you had formally approved Mitigating Circumstances, so any reassessment will be capped.

Process

* **Results will be released on the above dates**

A notice on the Profile of Marks and any Exam Board Outcome letter sent will include a link to the information in this email and an online form.

* If you are told you need to complete **reassessment** due to failing a module, **no further action is required**. You should follow the reassessment instructions given to you.

* For any assessments where you have **passed the module**, but you wish to try and improve your mark, **you must complete the** [**online form**](https://cardiffmet.eu.qualtrics.com/jfe/form/SV_a8XEoZTitSr6Y3X) **within** **five working days** to apply to take up the opportunity. Applications received outside this timeframe will not be considered.

* Your school will then be in touch with you to **provide academic advice** where necessary and/or to confirm which assessments you wish to re-attempt.

* If you do not complete the online form, your results and any award already confirmed will stand.

**The Online Application Form for requesting a Reinstated Attempt for a passed assessment** [**will be available online**](https://cardiffmet.eu.qualtrics.com/jfe/form/SV_a8XEoZTitSr6Y3X)**. It will only be available for five working days after the release of results.**

Advice

The above process includes your school contacting you to provide academic advice where required, but before applying to undertake further assessment, you should yourself consider the pros and cons of choosing to do so, and the following should be included in that decision:

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| **Do I already have other (re)assessments which are due in the summer?** | If you have other assignments already due, you may wish to focus on those and not increase your workload unnecessarily. |
| **How much of the module mark is this assessment worth?** | Improving the mark for an assessment contributing 20% of the overall module mark will not have as much impact as improving the mark for an assessment contributing 50% of the overall module mark. |
| **Will a higher mark for this assessment affect my overall classification?**    **How likely is it that an improved assessment mark would push the module marks into the next category and therefore potentially impact my classification?** | It may be that even a large difference to one assessment mark makes little difference to your overall mark profile. |
| **Have I already received a No Detriment mark for this assessment?** | The actual mark you received for an assessment will be included on your assessment feedback in Moodle. If there is a higher mark than this on your Profile of Marks, this means you have received a No Detriment mark in line with the No Detriment Policy.    Is it likely you could improve on this mark? |
| **Have I already achieved sufficient credits to progress/receive an award?**    **Will my plans be affected if my progression/award is deferred to September?** | If you choose to undertake a reinstated attempt when otherwise you would have been clear to progress or be awarded, your academic profile will now need to be reconsidered at an Exam Board in September 2020.    This means that any electronic certificate and HEAR (Higher Education Achievement Report – your electronic transcript) will not be available until after the reassessment period and progressing students will not be able to re-enrol until September. |

Please note, deciding to undertake additional assessment will not affect a student’s right to appeal, nor impact the timeframe for submitting an appeal (ten working days).

**3. HEAR & Certificate**

All students who are Cardiff Met campus-based will have a HEAR (Higher Education Achievement Report), which provides you with a record of all the modules you have undertaken and marks achieved for each year, which you can share with prospective employers or other educational providers.

***Gradintelligence*** activation reminders will be sent around a week before HEAR release, so please keep an eye on your Cardiff Met email address at the beginning of August, [please see our FAQ for information](http://www.cardiffmet.ac.uk/registry/hear/Pages/FAQs.aspx).

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| --- | --- |
|  | HEAR Release Date |
| Graduating Students | **Friday 7th August** |
| Cardiff Met Campus-based Continuing Students | **Friday 16th October** |

Unfortunately, the printing of formal transcripts and certificates is not possible in the current circumstances, however the University has been working with our current electronic transcript provider, *Gradintelligence*, to develop an electronic equivalent which will be available alongside the HEAR. **Please ensure you have activated your account when you have received the email from *Gradintelligence***in order that you will be able to access this (link above).

The printing of formal hard-copy certificates will resume as soon as possible, and you should ensure your ‘correspondence address’ is up to date on the Student Portal so that your certificate can be posted to the correct place.

**5. Graduation**

Even though we are unable to have a Graduation ceremony in July, we are determined to celebrate the success of our Class of 2020. From 13th – 16th  July 2020 we will be hosting a series of events and activities across all of our social media channels.

More details will be sent shortly and we would encourage all students to join in the celebrations.

Further information about Covid-19 arrangements (including student FAQs) and the No Detriment Policy is [available at cardiffmet.ac.uk/covid-19](http://www.cardiffmet.ac.uk/covid-19/)

We trust you will find this information useful. If you are continuing with us, we look forward to welcoming you back in the Autumn, if you have come to the end of your studies at Cardiff Met, we wish you every success in your future endeavours.

Best wishes,

**Ben Rogers**

Director of Registry Services